



New Hampshire

# Department of Education

**New Hampshire Department of Education**

**Bureau of Student Support**

**New Hampshire Special Education Information System**

**(NHSEIS) Training Manual - Administrative**

For Special Education Administrators, Special Education Administrative Assistant, & Others



September 2020

TABLE OF CONTENTS		Slide number(s)
Department of Education website		5-6
Adding User Access to NHSEIS		6-16
User Type Authorities in NHSEIS		17-21
NHSEIS Main Menu Page		22-23
Students - Finding		24
Students - Adding		25-28
Students – Adding Discipline		29-30
Students – Electronically entered from Early Supports and Services		31-32
Wizards		33
EasyTrac – Optional Service Tracking Module		34
Adding Schools		35-36
School System Info		37
Inactive Students & Exit Reasons		38
Exit Reason Descriptions.		39
User Types		40

School System Info		
User Management - Summary		41
Assigns Schools		42-43
Assign Teachers		44
Inactive Users		45
User Type Assign		46
Student Transfer		47-53
Student Transfer – 3 step technical process		54
NHSEIS – Key Fields for Reporting		55
How to Access Reports		56
Scheduled Reports		57-58
Address Labels pdf		59-60
Address Labels Parents Name		61-62
Duplicate Student Report		63
Child count and Environment (Table 1 and 3) – Student Records		64-70
Exiting Report (Table 4) – Student Records		71-73

Data Quality Report		74-75
NHSEIS Advanced Reporting		76
Indicator Reports		77
Indicator 11 – Timely Initial Evaluations		77
Indicator 12 – Early Childhood Transitions		77
Projected Service Hours Report		78
New Student Report		78
Student Information and Program Placement Report		78
Finance Summary		79-80
Calendar – Adding Progress Report Periods		81-82
View User Actions		83-86
NHSEIS Symbols		87
Log Out		88
Helpful Hints		89
Removing NHSEIS User		90-92
NHSEIS FAQ – Frequently Asked Questions		93-96

## Department of Education Website

<https://www.education.nh.gov/>

The screenshot shows the New Hampshire Department of Education website. At the top, the logo and navigation menu are visible. The main banner features a photo of students and a sidebar with search and destination options. A 'Welcome' section follows, and a bottom navigation bar contains links to various services. Two blue arrows with text boxes highlight specific links: 'Special Education' in the sidebar and 'myNHDOE' in the bottom bar.

New Hampshire  
Department of Education

Home Education Pathways Parents and Students Educators Partners Who We Are

How Can We Help You Today?

Find My School  
select an option

Most Visited Destinations  
select an option

- School Safety
- Services For My Child
- Education Outside the Classroom
- Vocational Rehabilitation
- Special Education**
- Data Reports
- Latest News
- Contact Us
- Directions to NH DOE

Welcome  
The New Hampshire Department of Education is helping students, parents, principals, superintendents, and educators meet the educational needs of all students by providing data and information about the Department's programs.

VIEW ALL PRESS RELEASES >

MARCH 19, 2020  
Answering your questions about Remote Instruction

VIEW ALL NEWS STORIES >

myNHDOE Login iPlatform

Access to myNHDOE


- NH Career and Technical Education
- NH Schools
- iPlatform
- myNHDOE
- Educator Search

- NH Government Careers
- NH Travel & Tourism
- NH Web Portal - NH.gov
- ReadyNH.gov
- Transparent NH

Access to Special Education Section

[A A Change Text Size](#)
[Change Site Language](#)
[Search The Site](#)

**ALERT** Get the latest Coronavirus COVID-19 update at <https://www.nh.gov/covid19>


 New Hampshire  
**Department of Education**

[Home](#)
[Education Pathways](#)
[Parents and Students](#)
[Educators](#)
[Partners](#)
[Who We Are](#)

[Home](#) > [Who We Are](#) > [Division of Learner Support](#) > [Bureau of Student Support](#) > [Special Education](#)

## Special Education


*Special Education is charged with providing oversight and implementation of federal and state laws that ensure a free appropriate public education for all children and youth with disabilities in New Hampshire. Given this charge, the Mission of the Special Education is to improve educational outcomes for children and youth with disabilities by providing and promoting leadership, technical assistance and collaboration statewide.*

The Bureau carries out its mission by:

- Guiding the continuous improvement and monitoring of special education and related services;
- Supporting effective strategies and specialized support(s) for preschool age children with disabilities to participate and progress in appropriate preschool activities;
- Supporting effective instruction, specialized services, and supports for students with disabilities to participate and progress in the general curriculum;
- Creating partnerships with agencies, organizations, and individuals providing services and supports for students with disabilities;
- Providing and supporting high quality professional development opportunities for teachers, specialists, parents, and other interested parties;
- Supporting institutions of Higher Education in the professional development and preparation of qualified teachers and specialists to assure appropriate support for students with disabilities;
- Improving and utilizing effective data collection systems that support the provision of quality educational services;
- Disseminating information on special education rules, regulations, professional development activities, and promising practices.

Please select a link for more information on the topic:

- [Accessibility](#)
- [Approved Private Special Education Programs](#)
- [Complaints](#)
- [Compliance and Improvement Monitoring](#)
- [Data](#)
- [Forms and Resources](#)
- [Fiscal/Financial, Grants and Contracts](#)
- [Laws/Rules/Policies](#)
- [Memorandums](#)
- [New Hampshire Special Education Information System \(NHSEIS\)](#)
- [Preschool](#)
- [Professional Development and Training](#)
- [Program Approval](#)
- [Services](#)
- [State Advisory Committee on the Education of Students/Children with Disabilities \(SAC\)](#)
- [State Performance Plan \(SPP\) and Annual Performance Plan \(APP\) Indicators](#)
- [Universal Design for Learning \(UDL\)](#)
- [Other Links](#)


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**Department of Education**

[Home](#)
[Education Pathways](#)
[Parents and Students](#)
[Educators](#)
[Partners](#)
[Who We Are](#)


[Home](#) > [Who We Are](#) > [Division of Learner Support](#) > [Bureau of Student Support](#)

## Bureau of Student Support

*The Bureau of Student Support oversees programs targeted to New Hampshire students most in need of additional support, including special education students, migrant students, and students whose first language is not English, in order to help provide an education for all.*

Commissioner Frank Edelblut promoted Rebecca Fredette to serve as the Department's Special Education Director within the Bureau of Student Support in November 2019. Fredette had spent the previous year and a half as an educational consultant within the Bureau, serving as a member of the Compliance, Improvement, and Monitoring team. In her new post, Fredette oversees the Department's special education, Title III, and migrant student programs.

Fredette has been an educator in New Hampshire for the past 26 years. She has worked as a special education teacher, a special education coordinator, an assistant principal, and a principal. Fredette also worked in the private sector in a residential facility for students with unique challenges academically and behaviorally.



### Special Education

Provides and promotes leadership, technical assistance and collaboration statewide to ensure that all children and youth with disabilities receive a free, appropriate, public education.

### Migrant Education (El Programa de Educación Migrante)

Addresses the unique educational barriers faced by migrant workers and their families in the state.

### Title III

Title III Offices provides technical assistance and training to teachers, administrators, and other stakeholders; collects data about EL students; awards Title III grants to school districts; and provides educational resources which enable teachers, parents, and administrators to help English Language Learners succeed academically and socially.

### Universal Design for Learning (UDL)

A set of principles to develop learning environments that give all individuals equal opportunities to learn.

### Bureau Staff

Information to contact all Bureau Staff.

### Contact

Rebecca Fredette  
 State Director of Special Education  
 Bureau of Student Support  
 (603) 271-6693  
[Rebecca.Fredette@doe.nh.gov](mailto:Rebecca.Fredette@doe.nh.gov)

The Department of Education, Special Education page is a wealth of important information. By selecting the blue links you can quickly access information such as:

- Laws/Rules/Policies:
  - NH Standards for the Education of Children with Disabilities
  - The Guide to the NH Standards for the Education of Children with Disabilities
- Memorandums
- Bureau of Student Support
  - Bureau Staff

# Adding User Access to the NEW HAMPSHIRE SPECIAL EDUCATION INFORMATION SYSTEM (NHSEIS)

## External Single Sign On User Account - myNHDOE

Districts determine the NHSEIS User Type assigned to each user. This User Type determines the user's authority in the NHSEIS system. The User Type (role) is also on the NHSEIS link in myNHDOE.

**The following User Types must access NHSEIS through myNHDOE: Case Manager, District Administrator, District IT Administrator, SAU District Administrator, SAU System Administrator, SAU System Staff, and School Administrator.** The IEP Team Member User Type can have access added through myNHDOE or direct local access using the district NHSEIS web address.

New staff should create their myNHDOE account.

To add user NHSEIS access through **myNHDOE**, login to myNHDOE or have new user create an account. <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

NH DOE Home Additional Resources Help

### myNHDOE Login

Username

Password

Login ➔

**LOGIN TROUBLE INSTRUCTIONS**  
*Before opening a support ticket, please read below*

**New user?** [Create an Account](#)

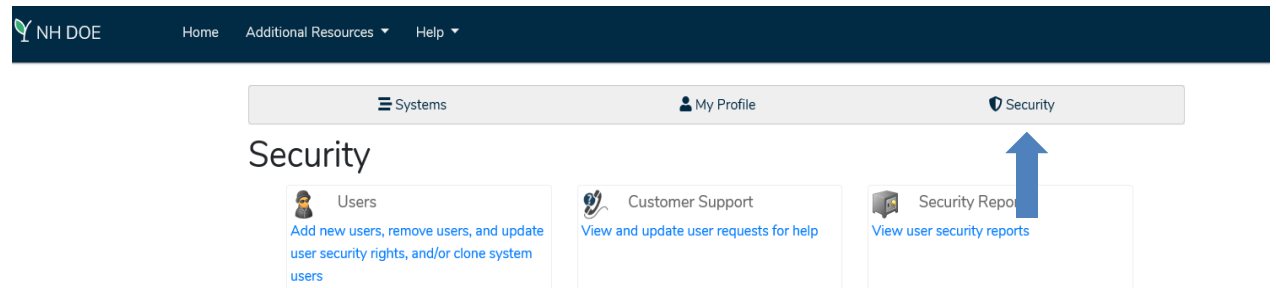
**Existing myNHDOE user?**  
**Forgot Username/Password**  
Use the [Forgot Username/Password](#) wizard

**Disabled account?**  
Use the [Forgot Username/Password](#) wizard to re-enable your account and reset your password

**Locked out of your account?**  
Try logging in again later using the [Forgot Username/Password](#) wizard

Once the user account is created in myNHDOE, the district authorized staff can add the NHSEIS system and role link. (role=NHSEIS user type) **The authorized staff must have myNHDOE Security authority.** This person is often the district i4see coordinator or authorized Special Education staff. This person must also be authorized to add NHSEIS in the myNHDOE system.

Instructions: Authorized person logs into myNHDOE. Clicks “Security” then “Users”, enter users name or user name, then click “search users”. On the correct user account click “Manage”.



**Step 1:** Authorized person logs into myNHDOE.

**Step 2:** Click the “Security” button.

**Step 3:** Click the “Users” button.



NH DOE

[Home](#) [Additional Resources](#) [Help](#)

Systems

My Profile

Security

## Security - Users

Search Options

[Add a New User](#)

Last Name:	First Name:	User Name:
<input type="text" value="Hersh"/>	<input type="text" value="T"/>	<input type="text"/>
E-Mail:	NH Educator ID:	Account Status:
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
SAU:	District:	School:
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Institution:	System:	User Role:
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

**Educator Assignment options**

School Year:

☐ Unassigned

**Step 4:** Enter user name(s) and click the “Search Users” button.

## Users

**Step 5:** On the correct user Click Manage

Show 50 users per page Page: 1

Manage	Edit	User Name	Last Name	First Name	MI	Educator ID	Status	Last Login	Disable
<a href="#">Manage</a>	<a href="#">Edit</a>	thershhh	Hersh	Terry			Active	7/19/2019	<input type="checkbox"/>

[Home](#)[Additional Resources](#)[Help](#)[Systems](#)[My Profile](#)[Security](#)

## Profile - Terry Hersh

[\( Edit Profile \)](#)[Back to Users](#)[Home](#)[Additional Resources](#)[Help](#)

name?

Alternate Email:

Logins:

1932

Updated:

Terry Hersh - 7/19/2019

**Step 6:** Click "Add User System Role"

[User Roles](#)[Transactions](#)[Systems Accessed](#)[Password History](#)[Add User System Role](#)[Copy User Roles From Another User](#)[Disable All User System Roles](#)

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
<a href="#">Edit</a>	191211	myNHDOE	DOE Security Administrator <a href="#">Assign Systems</a>					True	<a href="#">Delete</a>
<a href="#">Edit</a>	266064	i4see	DOE Security Administrator					True	<a href="#">Delete</a>
<a href="#">Edit</a>	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	<a href="#">Delete</a>

**Step 7:** Select the System: NH Special Ed Information System

**Step 8:** Select the Role: The role refers to the NHSEIS user type.

Roles: Case Manager, District Administrator, District IT Administrator, SAU Authorized Official, SAU District Administrator, SAU System Administrator, School Administrator or IEP Team Member.

**Districts are authorized for only their own SAU or District.**

Home Additional Resources Help Logout Terry Hersh

Systems My Profile Security

### Add New System Role User

Step 1 of 1

You are adding a new system role user to myNHDOE.

Please fill in the system role user information below and press the Submit button.

Username: thershhh-Terry Hersh (41497)

System:

Role:

SAU:

Press the Submit button to SAVE the new system role user

[Cancel](#) [Submit](#)



The screen shot shows a user with access to the MYDOE system with the authority to Assign Systems. Access to i4see system and access to the NHSEIS system for the NH LEA Training site. The account is Active = True, Inactive=False.

The user does not have access to NHSEIS in Bow because the system is not active, i.e. False.

Alternate Email: Logins: 1932 Updated: Terry Hersh - 7/19/2019

User Roles

Transactions

Systems Accessed

Password History

Add User System Role

Copy User Roles From Another User

Disable All User System Roles

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
<a href="#">Edit</a>	191211	myNHDOE	DOE Security Administrator <a href="#">Assign Systems</a>					True	<a href="#">Delete</a>
<a href="#">Edit</a>	266064	i4see	DOE Security Administrator					True	<a href="#">Delete</a>
<a href="#">Edit</a>	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	<a href="#">Delete</a>
<a href="#">Edit</a>	218629	NH Special Ed Information System	Case Manager	Bow SAU Office				False	<a href="#">Delete</a>

For users not entered in NHSEIS: Once user logs into MYDOE and clicks the NHSEIS link, their user profile will automatically load into NHSEIS.

If the user has a profile in your SAU NHSEIS, district staff will need to enter the 6 digit user code in the users NHSEIS profile. The screen shot shows the user code for the NHSEIS SAU System Administrator **298396** for the NH LEA Training site.

User Roles									
Transactions									
Systems Accessed									
Password History									
Add User System Role									
Copy User Roles From Another User									
Disable All User System Roles									
Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
<a href="#">Edit</a>	191211	myNHDOE	DOE Security Administrator <a href="#">Assign Systems</a>					True	<a href="#">Delete</a>
<a href="#">Edit</a>	266064	i4see	DOE Security Administrator					True	<a href="#">Delete</a>
<a href="#">Edit</a>	298396	NH Special Ed Information System	SAU System Administrator - Training				NH LEA Training	True	<a href="#">Delete</a>
<a href="#">Edit</a>	218629	NH Special Ed Information System	Case Manager	Bow SAU Office				False	<a href="#">Delete</a>

If user already has an account in NHSEIS enter the 6 digit code in Users NHSEIS account.

Welcome, Terry | [My Calendar](#) | [Message Board](#) | [Send Us a Message](#) | [Logout](#)

[Main Menu](#) | [Students](#) | [Wizards](#) | [Smart Logbook](#) | [Schools](#) | [School System Info](#) | [Users](#) | [Super User](#) | [My Profile](#) | [Send Us A Message](#) | [PCG](#)

Edit User Information
Terry Hersh
[New Mail](#)

Name:	First	Middle	Last	Suffix	
	Terry		Hersh		*
User Name:	aaa *				
User Code:	218634 * ← Location of 6 digit code				
Date of Birth:					Gender: <input type="text"/>
School System/Agency:	-this school system- ?				
Account Type:	External Single Sign-On Account				

## System/Role Listing

*ordered by the systems that you use most frequently*



i4see

[DOE Security Administrator](#)



NH Special Ed Information  
System

[Multiple roles available](#)



Educator Information System  
(EIS)

[New Applicant](#)

User logs into MYDOE and chooses the system to access, such as the NH Special Ed Information System Case Manager – Conway SAU Office

Some users can have access to multiple NHSEIS sites.

User selects NH Special Ed Information System

## System/Role Listing

*ordered by the systems that you use most frequently*



NH Special Ed Information  
System

[SAU System Administrator - Out Of State Districts](#)



NH Special Ed Information  
System

[SAU System Administrator - Training - NH LEA Training](#)



NH Special Ed Information  
System

[Case Manager - Conway SAU Office](#)



NH Special Ed Information  
System

[SAU District Administrator - Concord SAU Office](#)

To add user in NHSEIS, account type: Local, login to NHSEIS using the web address for your district. <https://nhses.ed.state.nh.us/nhSAUNAME/>

Example of Concord NHSEIS web address: <https://nhses.ed.state.nh.us/nhConcord/>



Select Users on the main menu bar

Criteria for Selecting Users to View [New Mail!](#)

School:	All Schools	*	
User Type(s): * (check none to match all)	<input type="checkbox"/> SSO Default (No Access)	<input type="checkbox"/> State General User	
	<input type="checkbox"/> School Administrator	<input type="checkbox"/> SAU System Administrator	
	<input type="checkbox"/> Provider	<input type="checkbox"/> SAU System Staff	
	<input type="checkbox"/> Case Manager	<input type="checkbox"/> Transfer	
	<input type="checkbox"/> District IT Administrator	<input type="checkbox"/> General Ed Teacher	
	<input type="checkbox"/> IEP Team Member	<input type="checkbox"/> SAU District Administrator	
	<input type="checkbox"/> State Compliance Monitor	<input type="checkbox"/> ESS Transfer	
	<input type="checkbox"/> Program Approval Manager	<input type="checkbox"/> NHSEIS Trainer	
	<input type="checkbox"/> District Administrator		
	User Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match ?
	User First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match ?
	Title:	<input type="text"/>	<input type="checkbox"/> Exact Match ?
	User ID:	<input type="text"/>	<input type="checkbox"/> Exact Match ?
	Sort List By:	User's Last Name	*

[View User\(s\)](#)

[View Previous Search Results](#)

[Add New User ?](#)

Click "Add New User"

### Add New User [New Mail](#)

Name:	First	Middle	Last	Suffix
	<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Fake"/>	<input type="text" value="*"/>
User Code:	<input type="text" value="JF"/> *			
School System/Agency:	<input type="text" value="-this school system-"/> ?			
Account Type:	<input type="text" value="Local Account"/>			
Password:	<input type="text"/> ? (See <a href="#">How to choose a good password</a> )			
Password (again):	<input type="text"/> ?			
Title:	<input type="text" value="Speech Pathologist"/> ?			
Address:	<input type="text"/> ?			
City, State, Zip Code:	<input type="text"/> ?	<input type="text"/> ?	<input type="text"/> ?	
Home Phone:	<input type="text"/> ?			
Work Phone:	<input type="text" value="225-5555"/> ?			
E-Mail Address:	<input type="text"/> ?			
User Type:	<input type="text" value="Provider"/> *			
<p><b>Note:</b> Associations with Schools -- User Types can be set up with automatic School associations.</p> <p>To select the appropriate School associations for a new user:</p> <ul style="list-style-type: none"> <li>If you select a User Type in the dropdown list above with no symbol after it, the system will associate the user with each School you choose below.</li> <li>If you select a User Type that is followed by an asterisk (*) (All Schools), the new user is automatically associated with every School.</li> </ul>				
Schools:	<div> <input type="button" value="Check All"/> <input type="button" value="Check None"/> </div> <div> <input type="checkbox"/> 8.3 Test School                             <input type="checkbox"/> Longview School                         </div> <div> <input type="checkbox"/> 8.5 Test School                             <input checked="" type="checkbox"/> Main Street School                         </div> <div> <input type="checkbox"/> 8.7 Test School AR                             <input type="checkbox"/> Manchester Developmental Pre-school                         </div>			

To access the system, you must have a name and a unique password; NHSEIS is a secure website.

Access the Internet from your computer and proceed to the NHSEIS website. The web address for NHSEIS is:

<https://nhses.ed.state.nh.us/nhSAUNAME/>  
 (Example: for Concord replace nhSAUNAME with nhconcord  
 getting website: <https://nhses.ed.state.nh.us/nhconcord/>

It is important to note the “s” in “https.” This indicates a secure website.

**Step 1:** In NHSEIS, add the new user information. Name entered will be used to log into NHSEIS. The name field is not case sensitive.

**Step 2:** Enter user code for local users enter text such as user initials or user initials and a number. This is a required field. District makes up code for local users.

**Step 3:** School System Agency: select “-this school system”.

**Step 4:** Select Account Type: Local

**Step 5:** Enter a temporary password and enter again in the second box, Password is case sensitive. District makes up the temporary password. User will be directed to change password when they log into NHSEIS.

**Step 6:** Select the User Type and check off the school(s). Local users can only have Provider, IEP Team Member or General Ed Teacher user types.

**Step 7:** Scroll down and click “Add User to Database”.

**Step 8:** Give the user the District NHSEIS web address, users name (as entered in NHSEIS) and temporary password.

**EdPlan** by PCG Education

**NHSEIS** New Hampshire Special Education Information System

**New Hampshire Training Site**

Name

Password

**Login**

**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

Message of the Day

Once user logs into NHSEIS, they must enter a new password and click the Update Password and Log in.

**Change Password** John Fake

Your password has expired

To change your current password, enter the new password in both of the following areas (See [How to choose a good password](#))

New Password:

New Password (to verify):

**Update Password and Log In**



# USER AUTHORITIES IN NHSEIS

## General User Assignments

	A	B	C	D	E	F	G
	User Type	Assoc with All Schools	Assoc with All Grades	Can Be Case Manager	Can Be IEP Team Member	Can Be Aggregate User	Can Be System Contact
1							
2	<a href="#">School Administrator</a>	No	Yes	Yes	Yes	No	No
3	<a href="#">Provider</a>	No	Yes	Yes	Yes	No	No
4	<a href="#">Case Manager</a>	No	Yes	Yes	Yes	No	No
5	<a href="#">District IT Administrator</a>	Yes	Yes	No	No	No	Yes
6	<a href="#">IEP Team Member</a>	No	Yes	No	Yes	No	No
7	<a href="#">District Administrator</a>	Yes	Yes	Yes	Yes	No	No
8	<a href="#">SAU System Administrator</a>	Yes	Yes	No	Yes	Yes	Yes
9	<a href="#">SAU System Staff</a>	Yes	Yes	No	No	No	Yes
10	<a href="#">General Ed Teacher</a>	No	Yes	No	Yes	No	No
11	<a href="#">SAU District Administrator</a>	Yes	Yes	No	Yes	No	Yes
12							

## When Assigned as Case Manager

	A	B	C	D	E	F
		School Administrator	Provider	Case Manager	District Administrator	
1	FI Page Access					
2	IEP Team	Edit	Edit	Edit	Edit	
3	IEP Cover	Edit	Edit	Edit	Edit	
4	Present Levels	Edit	Edit	Edit	Edit	
5	Special Factors	Edit	Edit	Edit	Edit	
6	Transition Planning	Edit	Edit	Edit	Edit	
7	Goals	Edit	Edit	Edit	Edit	
8	Gen Participations	Edit	Edit	Edit	Edit	
9	Services/Aids/Support	Edit	Edit	Edit	Edit	
10	Participation Justification	Edit	Edit	Edit	Edit	
11	Assessment Participations	Edit	Edit	Edit	Edit	
12	ESY	Edit	Edit	Edit	Edit	
13	SPED Programs	Edit	Edit	Edit	Edit	
14	Create Draft IEP	Edit	Edit	Edit	Edit	
15	Create Final IEP	Edit	Edit	Edit	Edit	
16	Referral	Edit	Edit	Edit	Edit	
17	Parent Consent	Edit	Edit	Edit	Edit	
18	Assessment Evaluation	Edit	Edit	Edit	Edit	
19	Eligibility Determination	Edit	Edit	Edit	Edit	
20	Discipline	Edit	Edit	Edit	Edit	
21	Student Info	Edit	View	Edit	Edit	
22						

## When Assigned as Read Only

	A	B	C	D	E	F	G	H	I	J
		School Administrator	Provider	Case Manager	IEP Team Member	District Administrator	SAU System Administrator	General Ed Teacher	SAU District Administrator	
1	FI Page Access									
2	IEPTeam	View	View	View	View	View	View	None	View	
3	IEPCover	View	View	View	View	View	View	None	View	
4	PresentLevels	View	View	View	View	View	View	None	View	
5	SpecialFactors	View	View	View	View	View	View	None	View	
6	TransitionPlanning	View	View	View	View	View	View	None	View	
7	Goals	View	View	View	View	View	View	None	View	
8	GenParticipations	View	View	View	View	View	View	None	View	
9	ServicesAidsSupport	View	View	View	View	View	View	None	View	
10	ParticipationJustification	View	View	View	View	View	View	None	View	
11	AssessmentParticipations	View	View	View	View	View	View	None	View	
12	ESY	View	View	View	View	View	View	None	View	
13	SPEDPrograms	View	View	View	View	View	View	None	View	
14	CreateDraftIEP	View	View	View	View	View	View	None	View	
15	CreateFinalIEP	View	View	View	View	View	View	None	View	
16	Referral	View	View	View	View	View	View	None	View	
17	ParentConsent	View	View	View	View	View	View	None	View	
18	AssessmentEvaluation	View	View	View	View	View	View	None	View	
19	EligibilityDetermination	View	View	View	View	View	View	None	View	
20	Discipline	View	View	View	View	View	View	None	View	
21	StudentInfo	Edit	View	View	View	View	View	View	View	
22										

## When not Directly Associated

	A	D	E	F	G	H	I	J	K
		Case Manager	District IT Administrator	IEP Team Member	District Administrator	SAU System Administrator	SAU System Staff	General Ed Teacher	SAU District Administrator
1	FI Page Access								
2	IEP Team	None	None	None	View	Edit	Edit	None	Edit
3	IEP Cover	None	None	None	View	Edit	Edit	None	Edit
4	Present Levels	None	None	None	View	Edit	Edit	None	Edit
5	Special Factors	None	None	None	View	Edit	Edit	None	Edit
6	Transition Planning	None	None	None	View	Edit	Edit	None	Edit
7	Goals	None	None	None	View	Edit	Edit	None	Edit
8	Gen Participations	None	None	None	View	Edit	Edit	None	Edit
9	Services Aids Support	None	None	None	View	Edit	Edit	None	Edit
10	Participation Justification	None	None	None	View	Edit	Edit	None	Edit
11	Assessment Participations	None	None	None	View	Edit	Edit	None	Edit
12	ESY	None	None	None	View	Edit	Edit	None	Edit
13	SPED Programs	None	None	None	View	Edit	Edit	None	Edit
14	Create Draft IEP	None	None	None	View	Edit	Edit	None	Edit
15	Create Final IEP	None	None	None	View	Edit	Edit	None	Edit
16	Referral	None	None	None	View	Edit	Edit	None	Edit
17	Parent Consent	None	None	None	View	Edit	Edit	None	Edit
18	Assessment Evaluation	None	None	None	View	Edit	Edit	None	Edit
19	Eligibility Determination	None	None	None	View	Edit	Edit	None	Edit
20	Discipline	None	None	None	View	Edit	Edit	None	Edit
21	Student Info	None	View	None	View	Edit	Edit	None	Edit

# Activity Permissions

UPDATE: 01/7/2016	School Administrator	Provider	Case Manager	District IT Administrator	IEP Team Member	District Administrator	SAU System Administrator	SAU System Staff	General Ed Teacher	SAU District Administrator
View Custom Student Compliance	No	No	No	No	No	No	No	No	No	No
Create Reports	drilldown + system level	drilldown only	drilldown only	No	drilldown only	drilldown only	drilldown + system level	drilldown + system level	No	drilldown + system level
Advanced Reporting System	No	No	No	No	No	No	View	No	No	No
Single Signon Reporting System	No	No	No	No	No	No	No	No	No	No
View System Level Reports	Yes	No	No	No	No	No	Yes	Yes	No	Yes
View School Level Reports	No	No	No	No	No	No	No	No	No	No
View User Level Reports	No	Self (i.e. Own Caseload)	Self (i.e. Own Caseload)	No	Self (i.e. Own Caseload)	Self (i.e. Own Caseload)	No	No	No	All Users
Add/Edit Compliance Alerts	Yes	No	No	No	No	Yes	Yes	Yes	No	Yes
Add/Edit Static Alerts	Yes	No	No	No	No	Yes	Yes	Yes	No	Yes
Edit Invoices	Students at Own School(s)	No	No	No	No	Any Student	Any Student	Any Student	No	Any Student
Lock Invoices	No	No	No	No	No	No	No	No	No	No
Administer Discipline	Students at Own Schools	No	No	No	No	No	Any Student	Any Student	No	No
School Site Program Access	No	No	No	No	No	No	No	No	No	No
School Site Changes Access	No	No	No	No	No	No	No	No	No	No

# Documents


	A	B	C	D	E	F	G	H	I	J	K	L	M
			School Administrator	Provider	Case Manager	District IT Administrator	IEP Team Member	District Administrator	SAU System Administrator	SAU System Staff	General Ed Teacher	SAU District Administrator	
UPDATE: 01/7/2016													
IEP		Draft	Proposed	Proposed	No	Draft	Draft	Proposed	Draft	None	Draft		
IEP At-a-Glance		Proposed	Proposed	Proposed	No	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed		
IEP Notice		Proposed	Proposed	Proposed	No	Draft	Proposed	Proposed	Proposed	None	Proposed		
Letter of Consent		Proposed	Proposed	Proposed	No	Draft	Proposed	Proposed	Proposed	None	Proposed		
Letter of Prior Written Notice		Proposed	Proposed	Proposed	No	Draft	Proposed	Proposed	Proposed	None	Proposed		
Report Card		Proposed	Draft	Proposed	No	Draft	Proposed	Proposed	Proposed	Draft	Proposed		
Meeting Invitation Letter		Proposed	Proposed	Proposed	No	Draft	Proposed	Proposed	Proposed	None	Proposed		
NH Assessments		Proposed	Proposed	Proposed	No	Draft	Proposed	Proposed	Proposed	None	Proposed		
Report Card (Test)		Proposed	Draft	Proposed	No	Draft	Proposed	Proposed	Proposed	Draft	Proposed		
1 *Value indicates highest level of document that user can create													
2													
3													

# MAIN MENU PAGE

**by PCG Education** Welcome, Terry | [My Calendar](#) | [Message Board](#) | [Send Us a Message](#) | [Logout](#)

[Main Menu](#) | [Students](#) | [Recent Students](#) | [Wizards](#) | [Smart Logbook](#) | [Schools](#) | [School System Info](#) | [Users](#) | [My Profile](#) | [Send Us A Message](#)

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**Message of the Day**
Edit Message


### NHSEIS Maintenance

7/25/19 T.Hersh. The Bureau of Student Support has updated the school year to 2019-2020 for all NHSEIS sites. The school calendar in NHSEIS can be populated for the new school year. Please remember to disable NHSEIS access for all users no longer employed or no longer needing NHSEIS. In MYDOE disable the NHSEIS system roles and inactivate user in NHSEIS, for local NHSEIS users inactivate user.

7/2/19 T.Hersh. NHSEIS will be down from 4:00 PM August 9, 2019 through Tuesday, August 13, 2019 at 8:00 AM for a NHSEIS software release of version 14.4.

1/4/19 T. Hersh. NHSEIS will be down from 5:30 PM 8:30 PM every other Thursday for implementation of software patches. Patch Schedule for 2019. January 10 + 24, February 7 + 21, March 7 + 21, April 4 + 18, May 2, 16 + 30, June 13 + 27, July 11 + 25, August 8 + 22, September 5 + 19, October 3, 17 + 31, November 14 + 28 December 12 + 26


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**My Messages**

**New Messages**
Send Message
View All Messages

From	ID	Date	Message Type	Subject	Message
Help Desk	791361	04/04/2019 20:02:00	Student Transfer	Student Transfer Successful	Transfer of JANE SAVE SMITH su...
Help Desk	791318	04/04/2019 13:15:00	Student Transfer	Scheduled Student Transfer Request	The Student Transfer Request h...
Help Desk	789482	04/01/2019 16:39:00	Student Transfer	Approved Student Transfer Request	The Student Transfer Request h...
Help Desk	789427	04/01/2019 14:16:00	Student Transfer	Approved Student Transfer Request	The Student Transfer Request h...
Help	781428	03/14/2019	Student	Approved Student	The Student Transfer


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**My Schools**


**All Schools** (68 Schools)

- A Crosby Kennett Middle School
- Abbot-Downing School
- Academy Of Learning And Technology
- Antrim Elementary School
- Appleton Elementary School
- Armand R. Dupont School
- Barnstead Elementary School
- Belmont Elementary School

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**My Reports**


**My Compliance**


**Students by Disability**

Check the “[Message of the Day](#)”

## NHSEIS Messages:

- Updates to school year
- Updates to program approval
- Updates to system connections

## NHSEIS Training

- NHSEIS training schedule
- Dept. of Education and Webinars

## NHSEIS Maintenance

- Software release dates
- Software Patch dates

## “MY Messages”

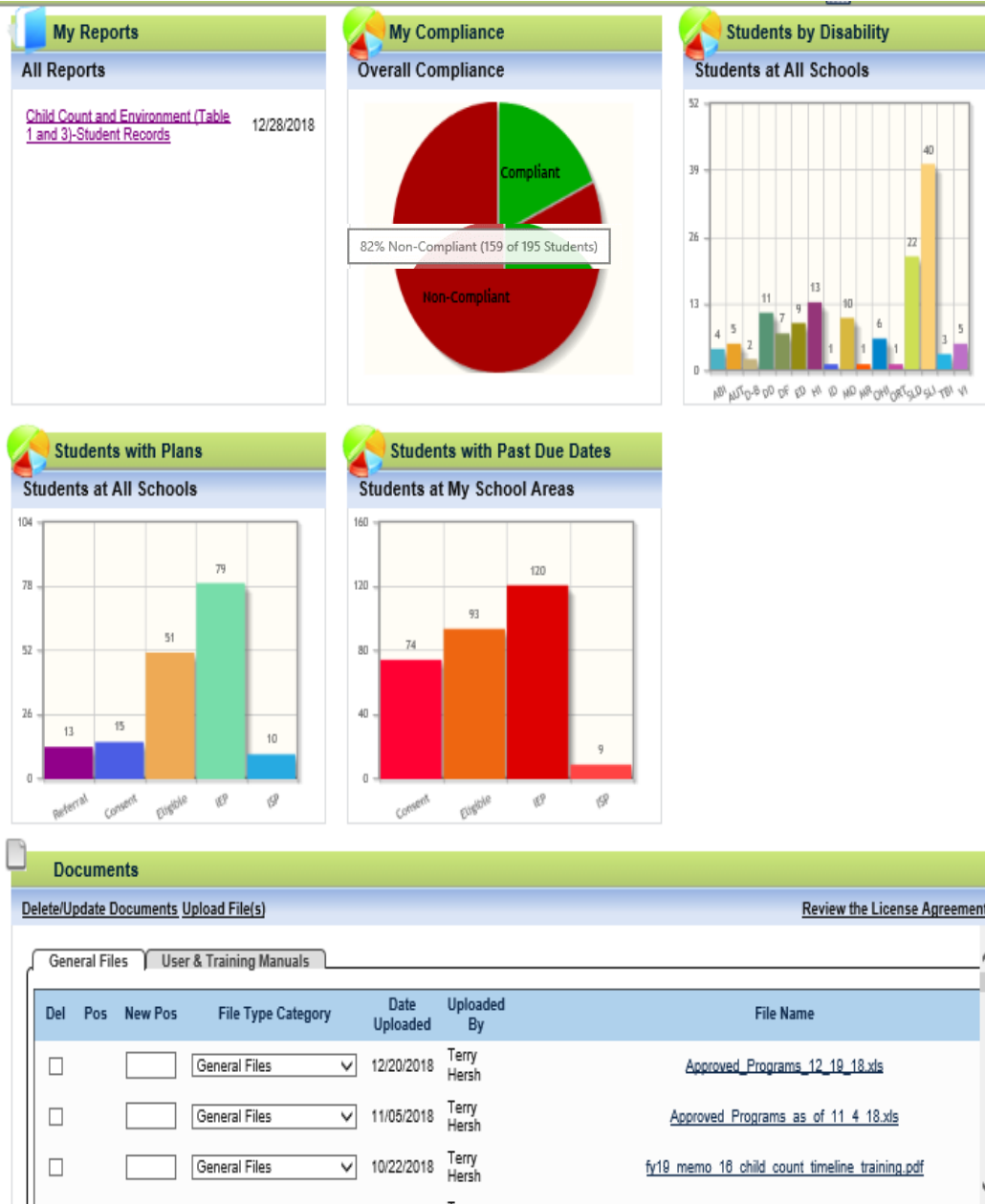
- New Messages, Send Message
- View All Messages
- Transfer Requests
- Approved transfer requests
- Successful Transfers

## “MY Schools”

- My Students
- Lists all schools user is authorized to access information

Clicking school shows a list of students depending on users authorities





### “MY Reports”

Shows scheduled reports run by user “My Compliance”

Hover over for compliance count “Students by Disability” -

Interactive

Click disability column – gives a list of students with primary disability

### “Students with Plans” -Interactive

Clicking Column shows list of students in each step of the Special Education Process

### “Students with Past Due Dates” - Interactive

Clicking Column shows list of students beyond timeline of Special Education Process

### “Documents”

Uploaded documents by the DOE or the School District

# STUDENTS

## "Students"

### Select Student

Search by Grade, School, Name, Student ID, SASID or Status

### Advanced Search

Search by all select student selections as well as Compliance Status, Only include Students with no Case Manager, Primary Disability, Placement Setting, Specialized Transportation, Special Ed Services, Related Services, Serving School, Only include Students with at least one service marked as ESY, and sort options.

TIP: Selecting "Only include students with no Case Manager" will show newly added, transfered and transitioning students.

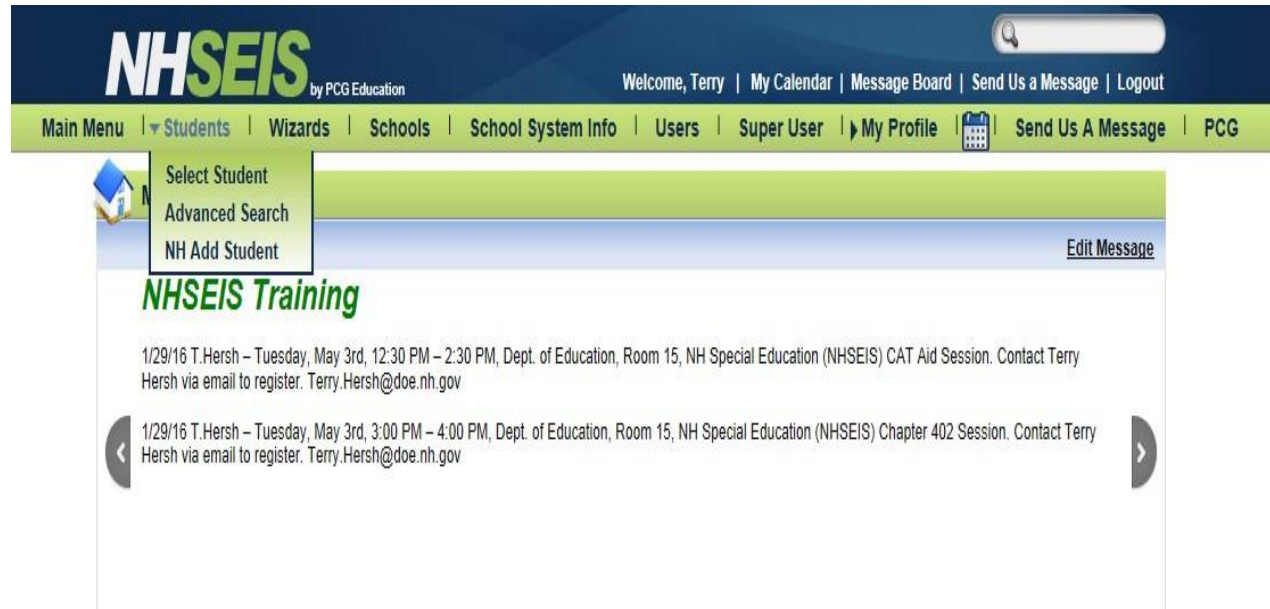
TIP: You can select students by multiple grades and/or multiple schools.




# Students / Add Student

## Add Student

Enter **SASID** and **DOB**, click submit. If a matching record is found in the i4see system the student name, SASID and DOB will appear. Confirmation of “yes” or “no” is required. Selection of “yes” will prepopulate student demographics student information page overnight. Selecting “no” returns to the Add New Student page.



The screenshot shows the NHSEIS web application interface. The top navigation bar includes the NHSEIS logo, a search bar, and links for 'Welcome, Terry', 'My Calendar', 'Message Board', 'Send Us a Message', and 'Logout'. Below this is a main menu with options like 'Main Menu', 'Students', 'Wizards', 'Schools', 'School System Info', 'Users', 'Super User', 'My Profile', 'Send Us A Message', and 'PCG'. The 'Students' menu is expanded, showing 'Select Student', 'Advanced Search', and 'NH Add Student'. The 'NH Add Student' option is highlighted. The main content area displays 'NHSEIS Training' and a list of sessions, including '1/29/16 T.Hersh – Tuesday, May 3rd, 12:30 PM – 2:30 PM, Dept. of Education, Room 15, NH Special Education (NHSEIS) CAT Aid Session. Contact Terry Hersh via email to register. Terry.Hersh@doe.nh.gov'.



The screenshot shows the 'Add New Student' form in the NHSEIS web application. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Add New Student' and contains the instruction 'Please enter the student's SASID and Date of Birth:'. Below this are two input fields: 'SASID' and 'DOB'. The 'DOB' field has a calendar icon next to it. A green 'Submit Request' button is located at the bottom of the form.

**Enter the student SASID and DOB (Date of Birth). Click Submit Request**

If a matching SASID and date of birth are found in i4see, the student's name will appear with the SASID and date of birth. NHSEIS will then ask for confirmation. "Please confirm that this is the student that you are adding." Click the "Yes" or "No" button as appropriate.

The screenshot shows the NHSEIS web interface. At the top is a dark blue header with the NHSEIS logo (by PCG Education) on the left and a search bar on the right. Below the header is a green navigation bar with links: Main Menu, Students, Wizards, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. The main content area has a title 'Add New Student' and a confirmation message: 'Please confirm that this is the student that you are adding:'. Below this is a table with three rows: 'Name: Test Student', 'SASID 1234567890', and 'Date Of Birth: 1/1/2000'. At the bottom of the table are two green buttons labeled 'Yes' and 'No'.

Name:	Test Student
SASID	1234567890
Date Of Birth:	1/1/2000

Yes No

Selecting "Yes" will add the student demographic information from i4see to NHSEIS, including the student's name, SASID, DOB, gender and ethnicity. Districts will need to add the other information needed.

Selecting "No" brings you back to the Add New Student screen where you can reenter the SASID and DOB.

Overnight NHSEIS now verifies student SASID/DOB and retrieves student demographic data from i4see. This process supports the data integrity of both i4see and NHSEIS.

I4see will be the official source for student demographics (including name, date of birth, ethnicity, gender, and LEP status) and NHSEIS is the official source for special education participation.

**Student name changes must be done in the i4see system, NHSEIS will update the name change overnight.**

If NHSEIS is not able to find a matching SASID and DOB in i4see, an error message will appear indicating No match found for the entered information in the i4see system.


The screenshot shows the NHSEIS interface. At the top is a navigation bar with the NHSEIS logo and various links like 'Welcome, Terry', 'My Calendar', 'Message Board', 'Send Us a Message', and 'Logout'. Below this is a green menu bar with links for 'Students', 'Wizards', 'Schools', 'School System Info', 'Users', 'Super User', 'My Profile', and 'Send Us A Message'. The main heading is 'Add New Student'. A red error box contains a 'No' icon and the text 'No match found for the entered information in the I4See system:'. Below the error box, a prompt says 'Please enter the student's SASID and Date of Birth:'. There are two input fields: 'SASID' with the value '1234567890' and 'DOB' with the value '09/01/2000' and a calendar icon. A green 'Submit Request' button is at the bottom.

Make corrections to the SASID and DOB as appropriate or click the Students/ NH Add Student drop down to return to the Add New Student screen.

The Department of Education established a link between the i4see system and NHSEIS system to support data integrity across both systems and reduce data burden at the local level. As part of this integration, NHSEIS now verifies student SASID/DOB and retrieves student demographic data from i4see.

The student demographic fields populated from i4see are locked down in NHSEIS initiating a validation process to ensure that all federally reportable events in NHSEIS are linked to a student with a verified and valid SASID. **The i4see validation is shown on the student information page, and must show as i4see validated “yes” for districts to complete entry of eligibility and IEP.**

Student Demographic changes must be done in the i4see system. This includes changes to the student name, date of birth, or gender. Once the information is correct in the i4see system, the information will update in NHSEIS overnight.




Welcome, Terry |
[My Calendar](#) |
[Message Board](#) |
[Send Us a Message](#) |
[Logout](#)

[Main Menu](#) |
[Students](#) |
[Wizards](#) |
[Schools](#) |
[School System Info](#) |
[Users](#) |
[Super User](#) |
[My Profile](#) |
[Send Us A Message](#) |
[PCG](#)

[Student](#) |
[Contacts](#) |
[Eligibility Process](#) |
[IEP Process](#) |
[Services Plan Process](#) |
[Documents](#) |
[Student History](#)

Student Information
John L Smith


This is the new Student Information page. We hope you find it more intuitive. Please send any questions to the Message Board from the main menu!

Demographic Information

Name:	First: John	Middle: L	Last: Smith	Suffix: *
Student ID:	2031582 *	SA SID:	0011223347 *	
Date of Birth:	08/01/2000 * (Age: 16 Years)	Place of Birth:		?
Gender:	Male	Prim. Language:	English	
Grade:	9th Grade ?	Language of Instruction:	English ?	
School:	High School ?	Hispanic/Latino Ethnicity:	No *	
Length of School Day:	5.50 hour(s) (< Std)	Race: *	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
District of Liability:	Concord ?	Town of Residence:	Concord ?	

Section 402 Placement


Court Placement Date:

Stay Put Placement

☐
The student Entered stay put on this date

Additional Information

☐ Check this box if student is Responsible (student has parent's rights)

☐  Check this box if the student has limited English proficiency.

No Student was transferred to NHSEIS from ESS

Yes Student Information Validated with I4See

You must record all discipline incidents that occurred with the student. School year will only appear in the drop down list if school year begin and end dates are entered in the calendar. Calendar is an icon on the main menu page.

## DISCIPLINE

Select Discipline

The screenshot shows the NHSEIS main menu. The left sidebar has a 'Discipline' link highlighted. The top navigation bar includes links like 'Main Menu', 'Students', 'Recent Students', 'Wizards', 'Smart Logbook', 'Schools', 'School System Info', 'Users', 'My Profile', 'Send Us A Message', and 'PCG'. The user is logged in as 'JOHN L-SAVE SMITH'.

The screenshot shows the 'Discipline Events' page for John Newfebruary. It includes a message: 'Enter/review discipline information for the student (if applicable) by clicking on the "Add Discipline Event" button below. Note: All discipline incidents must be entered into NHSEIS.' There is a dropdown for 'View Discipline Incidents for the School Year' set to '2016'. Below this, it says 'John Newfebruary has no discipline events'. At the bottom are 'Save' and 'Add a Discipline Event' buttons.

The screenshot shows the 'Add Discipline Events' form for John Newfebruary. It includes a message: 'Add discipline information if applicable'. Below this is the 'Discipline Event Information' section with the following fields:
 

- Removal/Expulsion: In-School Suspension
- Offense: Disciplinary Removal
- Number of Days: 1
- Person Taking Action: School Principal
- Date Discipline Begins: 12/16/2016
- Date Discipline Ends: 12/16/2016
- Parent Notification: Yes
- Notes: (empty text area)

 At the bottom are '<<Back' and 'Create Discipline Event >>' buttons.

Removal Expulsion drop-down list

The screenshot shows the 'Removal Expulsion' drop-down list with the following options:
 

- expulsion
- In-School Suspension
- Interim Alternative Educational Setting
- Out of School Suspension
- Removal by Hearing Officer
- Unilateral Removal by School Personnel

Offense drop-down list

The screenshot shows the 'Offense' drop-down list with the following options:
 

- Disciplinary Removal
- Dangerous Weapon
- Drug Offenses
- Serious Bodily Injury

Parent Notification drop-down list

The screenshot shows the 'Parent Notification' drop-down list with the following options:
 

- No
- Yes

**Step 9:** Select “Yes” or “No” from the drop down to answer the question concerning “...interim alternative education,” if applicable enter “name of alternative educational setting,” as well as “Interim Alternative Placement” Begin Date & End Date.

**Step 10:** “If the student was not provided an interim placement, indicate the reason...” by selecting from the drop-down list and enter specifics in the text box.

**Step 10:** Check the boxes regarding “result of discipline...” if applicable.

**Step 11:** Click “Save and Continue.”

NOTE: The Discipline “View Discipline Incidents for the School Year” drop-down list is controlled by the SAU calendar. Each SAU is responsible for setting the school year start and end dates in the calendar for their site. Once the information is populated into the calendar; the drop-down will auto-update to include the new school year.

Student > Contacts > Eligibility Process > IEP Process > Services Plan Process > Documents > Student History

**Add Discipline Details** John Newfebruary

See discipline details below.

**Discipline Event Information**

Removal/Expulsion:	In-School Suspension	Offense:	Disciplinary Removal
Number of Days:	1.0	Person Taking Action:	School Principal
Date Discipline Begins:	12/16/2016	Date Discipline Ends:	12/16/2016
Parent Notification:	Yes		
Notes:			

**Placement Change Information**

Did the District provide the interim alternative education?	No	If student was offered an interim alternative education, enter the name of the setting:	
Interim Alternative Placement Begin Date:		Interim Alternative Placement End Date:	
If not provided an interim placement, indicate the reason:	Excluded fewer than 10 days	If other, please specify:	

☐ Check this box if as a result of discipline there was a unilateral change in student placement by a Hearing Officer

☐ Check this box if as a result of discipline there was a unilateral change in student placement by School Personnel

<<Back Save and Continue >>

Student > Contacts > Eligibility Process > IEP Process > Services Plan Process > Documents > Student History

**Discipline Events** John Newfebruary

Enter/review discipline information for the student (if applicable) by clicking on the "Add Discipline Event" button below.

**Note: All discipline incidents must be entered into NHSEIS.**

View Discipline Incidents for the School Year: 2016

**Discipline Incidents**

Delete	Removal / Expulsion	Offense	Days	Begin Date	End Date	Details
<input type="checkbox"/>	In-School Suspension	Disciplinary Removal	1.0	12/16/2016	12/16/2016	Details
Total:		1	1			

Save Add a Discipline Event

## Electronic Transfer of referred students from Family Centered Early Supports and Services (FCESS) to Preschool Special Education

Electronic transfer of records for children referred from Family-Centered Early Supports and Services (FCESS) prior to age three to Preschool Special Education

The student record will include the child's: name, date of birth, FCESS identification number (starting with 111...), gender and Temporary Pre-school Transition School (TPTS). The student record will not include a SASID number.

Districts should periodically search for new FCESS child records by selecting Students, Advanced Search and checking off Temporary Pre-school Transition School.

If the district enters a new student record in addition to the student record electronically transferred from FCESS, there will be a duplicate record in the system. If this happens, contact Terry Hersh [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov) and request a merge of the two records.

NHSEIS requires a SASID number in order to transfer students between NHSEIS sites. The process for ESS students who have been either referred to an incorrect district or have relocated in the interim since the referral, is to exit the student record using the "ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process", exit reason. This exit reason does not require a SASID number to exit the student. After exiting the student record, please contact the ESS region and let them know to re-refer the student to the correct district.



## **Student enrolls from another state**

The referral, parent consent, evaluations and eligibility determination from the other state can be entered in NHSEIS. The IEP team can accept the prior school districts determination or can choose move forward with new parent consent, evaluations and determination. If NH requires evaluations to determine eligibility that were not required in previous state, the NH district needs to complete the evaluation.

If the IEP team accepts the prior district IEP; the date the team accepts the IEP will become the meeting date, and start date of the IEP. The end date will remain the same.

For example: Ohio student has IEP 9/2/15-9/1/16, moves to NH on 11/2/15. On 11/4/15 NH IEP team meets and accepts IEP. IEP meeting date will be 11/4/15, start and end date will be 11/4/15 – 9/1/16.



## WIZARDS

User must be case manager or on the student IEP team to create Progress Reports, and IEP At-a-Glance Documents using a Wizard.

Caseload Setup Wizard allows case managers to change their caseload between case manager and IEP team member and remove student from caseload.

Caseload Administration Wizard- Allows Admin user to add students to NHSEIS users case load.

# SMART LOGBOOK

The EasyTrac optional service tracking module is available for district service providers. The Smart Logbook allows Administration to report on the special education service delivery entered in the NHSEIS system. Permissions to log services are linked to individual user accounts and the student must be on users' caseload.

The student must also have the service on their current IEP for the dates of service.

The EasyTrac system and Smart Logbook are described in the FY 18 Memo 21 EasyTrac Module and the EasyTrac User Manual

# ADDING SCHOOLS TO NHSEIS

**Step 1:** Click the “Schools” button.

**Step 2:** Scroll down and click “Add new school” button.

## Select a School [New Mail](#)

	Cp	School Name	Abbrev	Code	Address	City, State Zip	Phone	Fax	Email
		<a href="#">8.3 Test School</a>	82sb	s83t	1 Brentwood Dr	Concord, NH 01234	603-225-0800		
		<a href="#">8.5 Test School</a>	8.5	0085	12 Smith Lane	Manchester, NH 03101			
		<a href="#">8.7 Test School AR</a>	8.7	8.7 TSA		Manchester, NH 24432			
		<a href="#">A Crosby Kennett Middle School</a>	ACKMS	27010	176 Main St.	Conway, NH 03818-6164	(603) 447-6364	(603) 447-6842	<a href="mailto:r_biche@sau9.org">r_biche@sau9.org</a>

	<a href="#">Woodland Heights Elementary School</a>	WHES	21285	225 Winter St. Ext.	Laconia, NH 03246-3299	(603) 524-8733	(603) 528-8688	
--	--	------	-------	---------------------	------------------------	----------------	----------------	--

(55 Schools)

[Add new school](#) ?

## External Schools

	Cp	School Name	Abbrev	Code	Address	City, State Zip	Phone	Fax	Email
		<a href="#">Boces - Questar III, NY</a>	B-NY	99323	10 Empire State BLVD	Castleton, NY 12033	518 477-8771	518 477-9833	
		<a href="#">CASE, MA</a>	C,MA	70358	Russell St School, Russell St.	Littleton, MA	978 318-1535		

## Add New School [New Mail](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Select a School to Add: (1 - 51)

<input checked="" type="checkbox"/> A. Crosby Kennett Middle School	<input type="checkbox"/> Ashland Elementary School
<input checked="" type="checkbox"/> Abbot-Downing School	<input type="checkbox"/> Atkinson Academy
<input type="checkbox"/> Academy at Swift River/MA (external)	<input type="checkbox"/> Auburn Village School
<input type="checkbox"/> Academy for Science and Design Charter (M)	<input type="checkbox"/> Aucocisco School (external)
<input checked="" type="checkbox"/> Academy Of Learning And Technology	<input type="checkbox"/> Bakersville School
<input type="checkbox"/> Academy Of Learning And Technology (high)	<input checked="" type="checkbox"/> Barnstead Elementary School
<input type="checkbox"/> Acworth Elementary School	<input type="checkbox"/> Barrington Elementary School
<input type="checkbox"/> Adeline C. Marston School	<input type="checkbox"/> Barrington Middle School
<input type="checkbox"/> Adirondack Leadership Expeditions (external)	<input type="checkbox"/> Bartlett Elementary School (berlin)
<input type="checkbox"/> Alexandria Village School	<input type="checkbox"/> Bartlett Elementary School (Goffstown)
<input type="checkbox"/> Allenstown Elementary School	<input type="checkbox"/> Bath Village School

**Step 3:** Select the school (to Add or Remove) or click the first letter of the school name, then select the school check box. Update Schools in the database.

Once the school is added, it will appear on the District NHSEIS site list of schools.

**The school will not populate the student information, school dropdown list until the following day.**

If the school is not on the list of schools, check the DOE website: [www.education.nh.gov](http://www.education.nh.gov)

Find My School

How we can help you today.

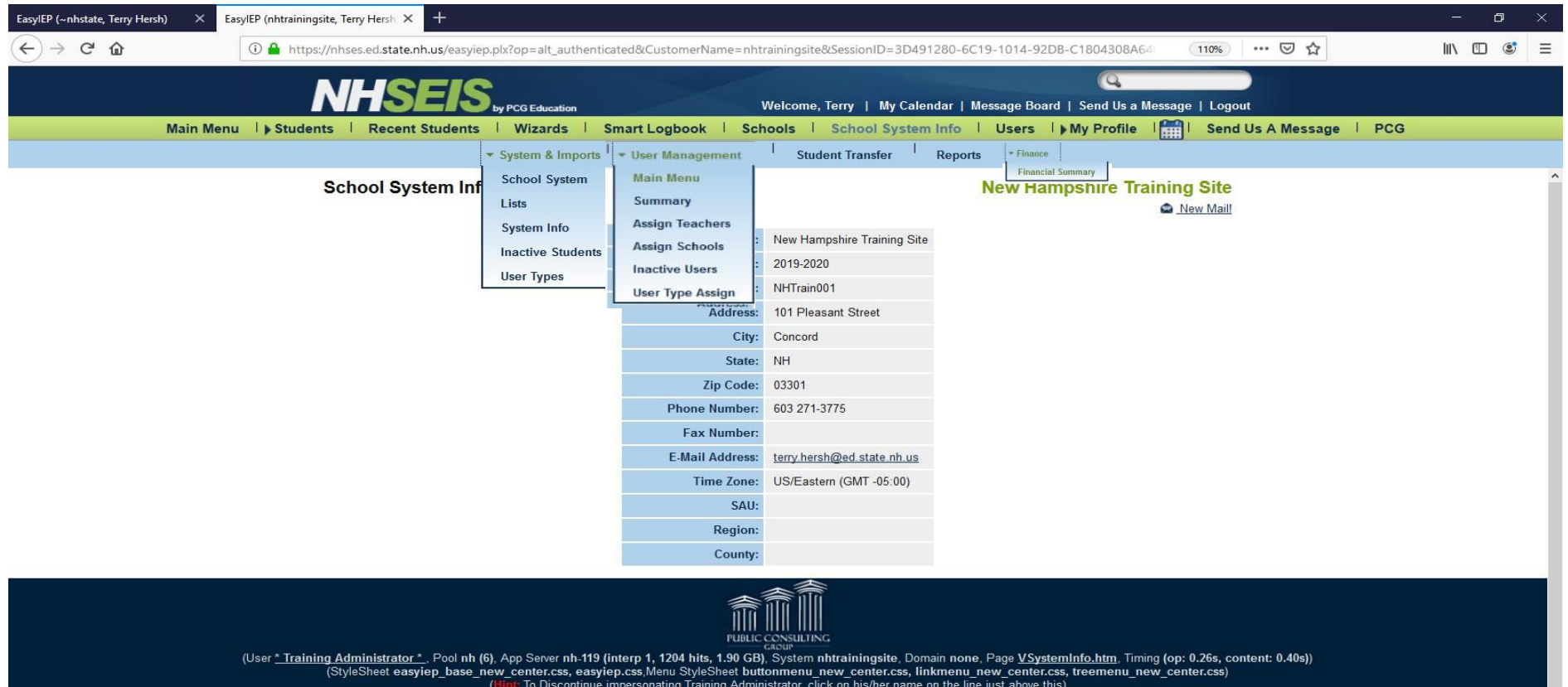
Local School Districts

Charter Schools

Private Schools

Contact the Bureau of Student Support to request a School added to the NHSEIS reference site. All schools must be added to the reference site before districts can select school for their SAU NHSEIS website.

# SCHOOL SYSTEM INFO



**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Recent Students | Wizards | Smart Logbook | Schools | **School System Info** | Users | My Profile | Send Us A Message | PCG

System & Imports | User Management | Student Transfer | Reports | Finance

**School System Info**

- School System
- Lists
- System Info
- Inactive Students
- User Types

**User Management**

- Main Menu
- Summary
- Assign Teachers
- Assign Schools
- Inactive Users
- User Type Assign

**New Hampshire Training Site**

New Mail

Address: 101 Pleasant Street

City: Concord

State: NH

Zip Code: 03301

Phone Number: 603 271-3775

Fax Number:

E-Mail Address: [terry.hersh@ed.state.nh.us](mailto:terry.hersh@ed.state.nh.us)

Time Zone: US/Eastern (GMT -05:00)

SAU:

Region:

County:

(User \* Training Administrator \*, Pool nh (6), App Server nh-119 (interp 1, 1204 hits, 1.90 GB), System nhtrainingsite, Domain none, Page VSystemInfo.htm, Timing (op: 0.26s, content: 0.40s))

(StyleSheet easyiep\_base\_new\_center.css, easyiep.css, Menu StyleSheet buttonmenu\_new\_center.css, linkmenu\_new\_center.css, treemenu\_new\_center.css)

(Link: To Discontinue impersonating Training Administrator, click on his/her name on the line just above this)

Please email or message board the DOE, Bureau of Student Support, NHSEIS contact to request changes to the information on the School System Info Page in NHSEIS.

NHSEIS contact: [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov)

Or send a message in NHSEIS.

# School System Info - Inactive Students

**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

System & Imports | User Management | Student Transfer | Reports | Finance

Criteria for Selecting Inactive Students to View [New Mail](#)

Last School Attended: All Schools \*

Student Last Name:  ☐ Exact Match ?

Student First Name:  ☐ Exact Match ?

Student Middle Name:  ☐ Exact Match ?

Date of Birth:

Student ID:  ☐ Exact Match ?

SASID:  ☐ Exact Match

Students Exited After:  ?

Students Exited Before:  ?

Exit Reason: -Any- ?

Sort List By: Student's Last Name \*

[View Inactive Students](#) \*

**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

[Log Out](#) | [Main Menu](#) | [Inactive Students](#) | [Exit Info](#) | [Student History](#) | [Contacts](#) | [Post School Info](#)

Exiting Student Information

John Smith

[New Mail](#)

Date Exited: 03/01/2018

Reason for Exiting: Graduated with Regular High School Diploma

[Update the Database](#)

Re-Activation Date: 08/02/2019

[Re-Activate this Student in the Database](#)

School System Info – System & Imports –Inactive Students

Enter student SASID or other identifiable information and click “View Inactive Students”

Exit Reason Dropdown List

Graduated with Regular High School Diploma  
 Received a Certificate/Other document  
 Received a Certificate/Other document - Reached Maximum age & received a certificate/other doc  
 Transferred to Regular Education/ No longer eligible for Special Education  
 Transferred to Regular Education/ Refused Special Education  
 Referred and Evaluated- Not Found eligible for Special Education  
 Reached Maximun Age - Did not receive a regular high school diploma or certificate  
 Moved, Known to be Continuing  
**Moved to another NH School district**  
 ESS data transfer: IEP Team/Parent decision not to complete eligibility determination process  
 Dropped Out - Dropout  
 Dropped Out - Runaway  
 Dropped Out - HiSET GED Recipient  
 Dropped Out - GED Recipient  
 Dropped Out - Status Unknown  
 Dropped Out - Moved, not known to continuing in an educational program.  
 Dropped Out - Other exits  
 Died

Click Student History to view the inactive student history.



# Exiting categories and definitions

**(A) Transferred to regular education.** Students who were served in special education at the start of the reporting period but at some point during that 12-month period returned to regular education. These are students who no longer have an IEP and are receiving all of their educational services from a regular education program. This includes, but is not limited to, children whose parents refuse special education services and children being home schooled by their parents.

**(B) Graduated with regular high school diploma.** Students who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities.

**(C) Received a certificate.** Students who exited an educational program and received a certificate of completion, modified diploma, or some similar document and are no longer receiving special education services. This includes students who received a modified high school diploma but did not meet the same standards for graduation as those for students without disabilities. This includes students who have reached maximum age and who received a certificate. When a student reaches maximum age and received a certificate, the student should be reported in the exit category "Received a Certificate."


**(D) Reached maximum age.** Students who exited special education because of reaching the maximum age for receipt of special education services, including students with disabilities who reached the maximum age and did not receive a regular high school diploma or certificate.

**(E) Died.** Students who died.

**(F) Moved, known to be continuing.** Students who moved (out of the State or otherwise transferred to another district in State) and are KNOWN to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This category includes students in residential drug/alcohol rehabilitation centers and State prisons.

**(G) Dropped out.** Students who were enrolled at the start of the reporting period (July 1st – June 30th), were not enrolled at the end of the reporting period, and did not exit special education through any of the other bases described. This category includes dropouts, runaways, expulsions, status unknown, students who moved and are not known to be continuing in another educational program, students who are truant, and other exiters from special education.

# School System Info - User Types

<div>  <span>by PCG Education</span> </div> <div> Welcome, Terry   <a href="#">My Calendar</a>   <a href="#">Message Board</a>   <a href="#">Send Us a Message</a>   <a href="#">Logout</a> </div>									
<div> <a href="#">Main Menu</a>   <a href="#">Students</a>   <a href="#">Wizards</a>   <a href="#">Smart Logbook</a>   <a href="#">Schools</a>   <a href="#">School System Info</a>   <a href="#">Users</a>   <a href="#">My Profile</a>   <a href="#">Send Us A Message</a>   <a href="#">PCG</a> </div>									
<div> <a href="#">School System</a>   <a href="#">System Info</a>   <a href="#">Reports</a>   <a href="#">Inactive Students</a>   <a href="#">User Types</a>   <a href="#">Assign Teachers</a>   <a href="#">Transfer Student Menu</a>   <a href="#">Assign Schools</a> </div>									
<div> <a href="#">Log Out</a>   <a href="#">Main Menu</a>   <a href="#">Summary</a>   <a href="#">Inactive Users</a>   <a href="#">User Type Assign</a>   <a href="#">Financial Summary</a> </div>									
<div> Select a User Type to View <div> (Managed from: <a href="#">nhref</a>) <div>New Mail</div> </div> </div>									
ID	User Type	Code	# Users	Assoc with All Schools	Assoc with All Grades	Can Be Case Manager	Can Be IEP Team Member	Can Be Aggregate User	Can Be System Contact
55	<a href="#">SSO Default (No Access)</a>	SSODEF	0	No	No	No	No	No	No
4	<a href="#">School Administrator</a>	SCHOOLADMN	3	No	Yes	Yes	Yes	Yes	No
11	<a href="#">Provider</a>		5	No	Yes	Yes	Yes	Yes	No
16	<a href="#">Case Manager</a>	CASEMGR	18	No	Yes	Yes	Yes	Yes	No
18	<a href="#">District IT Administrator</a>	DSTITADMIN	0	Yes	Yes	No	No	Yes	Yes
26	<a href="#">IEP Team Member</a>	IEPMBR	9	No	Yes	No	Yes	Yes	No
27	<a href="#">State Compliance Monitor</a>		2	Yes	Yes	No	No	Yes	No
44	<a href="#">Program Approval Manager</a>		0	Yes	Yes	No	No	Yes	No
31	<a href="#">District Administrator</a>	DSTADM	3	Yes	Yes	Yes	Yes	Yes	No
34	<a href="#">State General User</a>		5	Yes	Yes	No	No	Yes	No
35	<a href="#">SAU System Administrator</a>	SAUSYSADM	33	Yes	Yes	No	Yes	Yes	Yes
36	<a href="#">SAU System Staff</a>	SAUAUTH	1	Yes	Yes	No	No	Yes	Yes
37	<a href="#">Transfer</a>		2	Yes	Yes	No	No	Yes	No
39	<a href="#">General Ed Teacher</a>	GENED	5	No	Yes	No	Yes	Yes	No
42	<a href="#">SAU District Administrator</a>	SAUDSTADM	1	Yes	Yes	No	Yes	Yes	Yes
43	<a href="#">ESS Transfer</a>		0	No	Yes	No	No	Yes	No
54	<a href="#">NHSEIS Trainer</a>		4	Yes	Yes	No	No	Yes	No

The User Types screen allows quick access to user type information and associated authorities in the NHSEIS system.

Click the user type to view permissions for documents, reports, events, student page access, inactive student page access, group page access, parent page access and flexible interface access.



# SCHOOL SYSTEM INFO – USER MANAGEMENT - Summary

The screenshot shows the NHSEIS by PCG Education interface. The top navigation bar includes links for Main Menu, Students, Recent Students, Wizards, Smart Logbook, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. Below this, a secondary navigation bar lists System & Imports, User Management, Student Transfer, Program Approval, Reports, and Finance. The main content area displays the 'IEP Summary' with a table of statistics:

IEP Summary	
Number of Schools:	78
Number of Users:	94
Number of Teachers:	25
Number of Students:	192

Below the table, there are links for further data exploration: [Students by School](#), [Students by Teacher](#), [Students by Grade Level](#), [Teachers by School](#), and [Students by Disability](#).

Click Students by School – shows number of students at each school

Click Students by Teacher – shows Teacher name, number of students as case

manager and number of students as IEP Team Click Students by Grade Level – shows number of students in each grade

Click Teachers by School – shows the number of teachers in each school

Click Students by Disability – shows the number of students with each disability – based on primary disability

# SCHOOL SYSTEM INFO – USER MANAGEMENT – ASSIGN SCHOOLS



The navigation bar for NHSEIS by PCG Education. It includes a search bar, a welcome message for Terry, and links to My Calendar, Message Board, Send Us a Message, and Logout. Below this is a green menu bar with links: Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, Send Us A Message, and PCG. A second row of buttons includes: School System, System Info, Reports, Inactive Students, User Types, Assign Teachers, Transfer Student, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, Financial Summary, and Assign Schools.

School System Information

New Hampshire Training Site

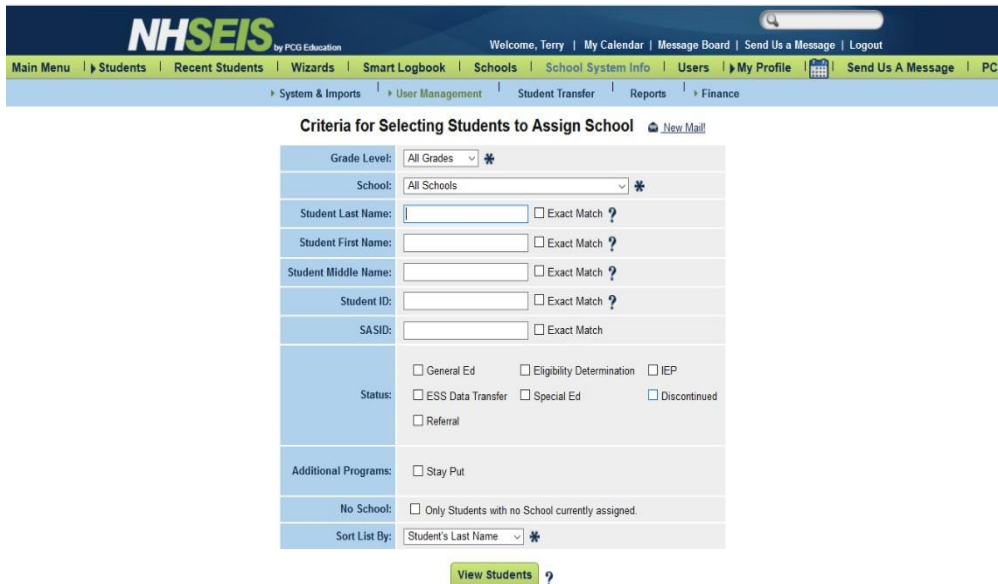
Click “School System Info” on the green menu bar.

Select User Management / Assign Schools

## Assigning Schools in NHSEIS

**Step 1:** Select the Students to Assign the School. Student’s criteria can be determined by selecting from the grade level or school drop- down list.

**Step 2:** Click “View Students” button.



The form titled "Criteria for Selecting Students to Assign School" with a "New Mail" link. It contains several input fields and checkboxes:

- Grade Level: All Grades (dropdown with asterisk)
- School: All Schools (dropdown with asterisk)
- Student Last Name: [text input] [Exact Match ?]
- Student First Name: [text input] [Exact Match ?]
- Student Middle Name: [text input] [Exact Match ?]
- Student ID: [text input] [Exact Match ?]
- SASID: [text input] [Exact Match ?]
- Status:
  - ☐ General Ed
  - ☐ Eligibility Determination
  - ☐ IEP
  - ☐ ESS Data Transfer
  - ☐ Special Ed
  - ☐ Discontinued
  - ☐ Referral
- Additional Programs: ☐ Stay Put
- No School: ☐ Only Students with no School currently assigned.
- Sort List By: Student's Last Name (dropdown with asterisk)

A green "View Students ?" button is located at the bottom.

## Assign School to Students [New Mail](#)

**Note:** When a Student's School is changed, any Team members, including the case manager, will be dropped from the Team if they are not associated with the Student's new School.

Student	Grade	School
John Amendment 2017	12th ▾	Kearsarge Test School ▾
John April2019	5th ▾	Elementary School ▾
Johny April2019	6th ▾	Middle School TEST ▾
John Aug2018	12th ▾	Laconia High School ▾
JOHN SAVE AUGUST	12th ▾	Elementary School ▾
John test August2019	7th ▾	High School ▾

**Step 3:** Select the student's grade and school from the School drop-down list.

**Step 4:** Click "Update the database"

# SCHOOL SYSTEM INFO – USER MANAGEMENT – ASSIGN TEACHERS

## Assigning Teachers in NHSEIS

NHSEIS user with certain authorities can Assign Teachers as student's Case Managers.

**Step 1:** Click "School System Info"

**Step 2:** Click "user Management" / "Assign Teachers" in drop down list

**Step 3:** Click "Assign Teachers"

**Step 4:** Select students using the available drop down lists. Students can be selected by school and/or grade.

**Step 5:** Select the Case Manager for selected student and click the "Update the Database" button.

Review Caseloads

List of Teacher / # of Students / number on IEP Teams

**Note:** Case Managers assigned access to the student's school, will appear in the Case Manager drop-down list.

The screenshot shows the NHSEIS main menu with the following navigation links: Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, and PCG. Under 'School System Info', there are sub-links: School System, System Info, Reports, Inactive Students, User Types, Assign Teachers, Transfer Student, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, Financial Summary, and Assign Schools.

The screenshot shows the 'Criteria for Selecting Students to Assign Case Manager' form. It includes fields for Grade Level (All Grades), School (All Schools), Student Last Name, Student First Name, Student Middle Name, Student ID, and SASID. There are checkboxes for Exact Match for each of these fields. Below these are checkboxes for Status (General Ed, ESS Data Transfer, Referral, Eligibility Determination, Special Ed, Discontinued, IEP) and Additional Programs (Stay Put). There is also a checkbox for 'No Case Manager' (Only Students with no Case Manager currently assigned) and a 'Sort List By' dropdown (Student's Last Name).

View Students ?

Review Caseloads

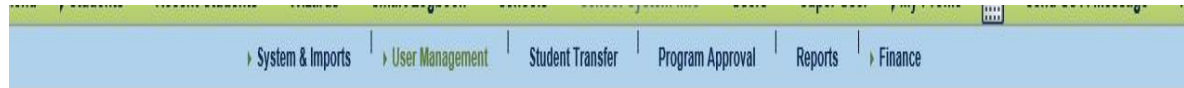
## Assign Case Manager to Students

Note: Students with no School assigned will not appear in this list. You will have to assign a School to them first.

Student	School	Grade	Case Manager
Eleven Ryan Five	CHS	10	Jane Doe
Ten Terry Five	CHS	9	DistrictAdministrator Sample
John September	CHS	11	Jane Doe
nine terry seven	CHS	11	Jane Doe
Ten Terry Seven	CHS	9	Jane Doe

Update the Database

# SCHOOL SYSTEM INFO – USER MANAGEMENT – INACTIVE USERS



## Criteria for Selecting Inactive Users to View

User Last Name:  ☐ Exact Match ?

User Code:  ☐ Exact Match ?

Sort List By:

Enter user last name or user code

Click View inactive users



## Manage Inactive Users

User Code	Name	Title	Reason for Exiting	Date Hired	Date Terminated
	School Admin User				
	NHITL Admin01				
	SAU Admin10				
	SAU Admin2				
	SAU Admin3				
	SAU Admin4				
	SAU Admin5				
	SAU Admin6				
	SAU Admin7				
	SAU Admin8				
	SAU Admin9				
	District IT Administrator	district IT admin			
	SAU Administrator				

Click user name to re-Activate user in the Database or enter date terminated.



## Edit Exiting User Information

SAU Admin3


New Mail

Date Terminated:

Update the Database

Re-Activate this User in the Database

# SCHOOL SYSTEM INFO – USER MANAGEMENT – USER TYPE ASSIGN

<div>  <div>Welcome, Terry   <a href="#">My Calendar</a>   <a href="#">Message Board</a>   <a href="#">Send Us a Message</a>   <a href="#">Logout</a></div> </div>																	
<div> <a href="#">Main Menu</a>   <a href="#">Students</a>   <a href="#">Wizards</a>   <a href="#">Smart Logbook</a>   <a href="#">Schools</a>   <a href="#">School System Info</a>   <a href="#">Users</a>   <a href="#">My Profile</a>   <a href="#">Send Us A Message</a>   <a href="#">PCG</a> </div>																	
<div> <a href="#">School System</a>   <a href="#">System Info</a>   <a href="#">Reports</a>   <a href="#">Inactive Students</a>   <a href="#">User Types</a>   <a href="#">Assign Teachers</a>   <a href="#">Transfer Student Menu</a>   <a href="#">Assign Schools</a> </div>																	
<div> <a href="#">Log Out</a>   <a href="#">Main Menu</a>   <a href="#">Summary</a>   <a href="#">Inactive Users</a>   <a href="#">User Type Assign</a>   <a href="#">Financial Summary</a> </div>																	
A "yes" indicates that users with the user type on the LEFT are allowed to create and edit users with the user type on the TOP																	
	SSO Default (No Access)	School Administrator	Provider	Case Manager	District IT Administrator	IEP Team Member	State Compliance Monitor	Program Approval Manager	District Administrator	State General User	SAU System Administrator	SAU System Staff	Transfer	General Ed Teacher	SAU District Administrator	ESS Transfer	NHSEIS Trainer
SSO Default (No Access)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
School Administrator	No	No	Yes	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No
Provider	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Case Manager	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
District IT Administrator	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
IEP Team Member	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
State Compliance Monitor	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Program Approval Manager	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
District Administrator	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No
State General User	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SAU System Administrator	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No
SAU System Staff	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No
Transfer	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
General Ed Teacher	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SAU District Administrator	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No	Yes	No	No	No
ESS Transfer	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
NHSEIS Trainer	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

A "YES" indicates that users with the user type on the LEFT are allowed to create and edit users with the user type on the TOP.



## SCHOOL SYSTEM INFO – STUDENT TRANSFER

*This feature is available to SAU System Administrators and/or SAU District Administrator user types with additional authorities. To add the additional transfer authorities, for NHSEIS users, please complete the survey monkey. The survey monkey link: <https://www.surveymonkey.com/r/NHSEIS-TransferAuth> After completion of survey monkey, please notify [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov) Request Transfer and Approve Transfer authorities, will be added to a user profile by the DOE. Once one or both authorities have been added, user will have Student Transfer on the School System Info menu bar.*



On the main menu bar click “School System Info”, click “Student Transfer”.



Select “Request Transfer” if you need a student record from another NH district.

Select “Review Requests” if you are approving a request to transfer a student record from your district to another NH district.



## Students Requested to Transfer from [New Hampshire Training Site](#) [New Mail](#)

There are currently no pending transfer requests for Students in [nhtrainingsite](#).

### Students with Pending Request for Transfer to [New Hampshire Training Site](#)

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date	
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2083273	9998887789	Twelve Sammy Five	11/12/2008	11/20/2017 (44 days, 22 hr Ago)	<a href="#">Details</a>
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sammy Six	06/11/2010	11/20/2017 (44 days, 22 hr Ago)	<a href="#">Details</a>
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2082882	9998897797	Sam Elig Test	07/02/2007	12/29/2017 (5 days, 18 hr Ago)	<a href="#">Details</a>

### Students with Approved Request for Transfer to [New Hampshire Training Site](#)

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date	
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sam Six	06/11/2010	11/20/2017 (44 days, 22 hr Ago)	<a href="#">Details</a>
New Hampshire Special Education Aggregate	NH Reference Site	New Hampshire Training Site	2085433	9999879870	Twelve Sam Six	06/11/2010	12/29/2017 (5 days, 21 hr Ago)	<a href="#">Details</a>

**“View Notes”** Notes can be added at any point during the transfer process by clicking on the **View Notes** button, entering the note, and clicking **Update the Database**. NHSEIS will save the added notes for this transfer request. These notes can be added in the Details section of either the sending or receiving district. (Notes are available to facilitate communication during the transfer process and are not currently viewable once a student transfer is completed.)

**“Cancel Transfer Request”** removes the request from the “Review Requests” section so that the student record will not transfer to your NHSEIS site.

**Note:** The “Review Requests” screen has 3 sections:

- **Students Requested to Transfer from your district**
- **Students with Pending Request for Transfer to your district**
- **Students with Approved Request for Transfer to your district.**

Using the “details” button in all sections, click “View Notes” and “Add Note” to view or add note. (*\*Notes are available to facilitate communication during the transfer process and are not currently viewable once a student transfer is completed.*)

**Section 1. Students Requested to Transfer from your district site** – your NHSEIS site is the source district

**Section 2. Students with Pending Transfer Request** to your district site this will be your NHSEIS School System Name). Your NHSEIS site is the destination district. This will create a list of outstanding transfer requests that your district has initiated.

**Section 3. Students with Approved Request for Transfer** to your district site this will be your NHSEIS School System Name) Your NHSEIS site is the destination district.

# Destination School District Requests Transfer

## REQUEST TRANSFER

Completed by **Destination District**

**Step 1.** Click the “Request Transfer” button.

Select “Transfer Aggregate” and click the “Continue” button. Enter Source District

Enter:

- Requested Transfer Date
- Student Name
- Student NHSEIS id number (If unknown enter 99999)
- Student SASID number
- Date of Birth
- Add any notes or additional information to share with the transferring district.

### Request Transfer of Students

Please enter the information about the Students that should be transferred from other districts. This information will display on the “Review Requests” page on the Source District so that the correct Student can be selected and the transfer approved.

	Source District:	Requested Transfer Date:
Transfer 1:	NH Reference Site *	12/29/2017 *
	Name: First Middle Last Suffix	
	Sam * Elig Test *	
	Student ID: 2082882 * SASID: 9998897797 Date of Birth: 07/02/2007 *	
	Note: Student has moved to our district. This is a request for the transfer of the student's special education information in the NHSEIS system. Thank you. abc ✓	
Transfer 2:	Source District: *	Requested Transfer Date: 12/29/2017 *
	Name: First Middle Last Suffix	
	* * *	
	Student ID: * SASID: Date of Birth: *	
	Note: abc ✓	

Request Student Transfer(s)

# Source District Approves Transfer

## APPROVE or Deny Transfer Request

Completed by **Source District**

### Step 2. Review Requests

- In the section Students Requested to Transfer from (Name of Source District) Click the “Student Details” button.
- Click the “Find Student to Transfer” button or the “Deny Transfer Request” button.

Main Menu | Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

System & Imports | User Management | Student Transfer | Reports | Finance

Students Requested to Transfer from **New Hampshire Training Site** [New Mail](#)

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date	
New Hampshire Special Education Aggregate	New Hampshire Training Site	NH Reference Site	2092822	1231239874	Johnie Aug2018	10/02/2001	08/16/2019 (0:0-1 Ago)	<a href="#">Details</a>

---

System & Imports | User Management | Student Transfer | Reports | Finance

Approve Transfer of Student **Johnie Aug2018** [New Mail](#)

Transfer Request Details

Destination District:	NH Reference Site	Requested Transfer Date:	08/16/2019	Date of Request:	08/16/2019 (0:02 Ago)
Contact Phone:		Contact Fax:		Contact E-Mail:	
Name:	Johnie Aug2018				
Student ID:	2092822	SASID:	1231239874	Date of Birth:	10/02/2001

[View Notes](#)

[Find Student to Transfer](#)

[Deny Transfer Request](#)

## Source District Approves Transfer

NOTE: If the student id number is 99999, the source district must correct the students NHSEIS ID number prior to clicking the "View Students" button.

System & Imports | User Management | **Student Transfer** | Reports | Finance

### Criteria for Selecting Student to Transfer [New Mail!](#)

Grade Level:	All Grades	*
School:	All Schools	*
Student Last Name:	Aug2018	<input type="checkbox"/> Exact Match ?
Student First Name:	John	<input type="checkbox"/> Exact Match ?
Student Middle Name:		<input type="checkbox"/> Exact Match ?
Student ID:	2092822	<input type="checkbox"/> Exact Match ?
SASID:	1231239874	<input type="checkbox"/> Exact Match
Status:	<input type="checkbox"/> General Ed <input type="checkbox"/> Eligibility Determination <input type="checkbox"/> IEP <input type="checkbox"/> ESS Data Transfer <input type="checkbox"/> Special Ed <input type="checkbox"/> Discontinued <input type="checkbox"/> Referral	
Additional Programs:	<input type="checkbox"/> Stay Put	
Sort List By:	Student's Last Name	*

[View Students ?](#)

---

System & Imports | User Management | **Student Transfer** | Reports | Finance

### Select a Student to Transfer [New Mail!](#)

CP	Last Elig	IEP End	Pro IEP	School	Grade	Name	Student ID	SASID	Age	Hist Dis	Dis	Case Manager
✓	08/10/2018	04/21/2020	04/21/2020	LHS	12	John Aug2018	2092822	1231239874	17 Years		SLD	Jane Doe

(1 Students)

[Search Again](#)

---

System & Imports | User Management | **Student Transfer** | Reports | Finance

### Approve Transfer of Student Johnie Aug2018 [New Mail!](#)

#### Transfer Request Details

Destination District:	NH Reference Site	Requested Transfer Date:	08/16/2019	Date of Request:	08/16/2019 (0:23 Ago)
Contact Phone:		Contact Fax:		Contact E-Mail:	
Name:	Johnie Aug2018				
Student ID:	2092822	SASID:	1231239874	Date of Birth:	10/02/2001

[View Notes](#)

#### Student Selected for Transfer

Name:	John Aug2018		
Student ID:	2092822	SASID:	1231239874
Date of Birth:	10/02/2001		

[Clear Selected Student](#)

This Student will have to be made inactive in New Hampshire Training Site.  
Please fill in the following exiting information for this Student:

Transfer Date:	08/16/2019
Date Exited:	08/16/2019
Reason for Exiting:	

[Approve Transfer Request](#)  
[Deny Transfer Request](#)

### Step 2. (continued)

If you selected "Find Student to Transfer," you should see the criteria for Selecting Student to Transfer information. Make corrections, if needed.

- Click the "View Students" button.
- Click the "Student Name" button

Enter transfer Date, Date Exited, and Reason for Exiting.

- Click the "Approve Transfer Request" or the "Deny Transfer Request" button

# Destination School District Schedules Transfer

Aggregate	Source	Destination	Student ID	SASID	Name	Date of Birth	Request Date
psire Special Education Aggregate	New Hampshire Training Site	NH Reference Site	2081574	8888849494	John December2018	08/02/2000	08/16/2019 (0:38

## Students with Pending Request for Transfer to New Hampshire Training Site

There are currently no pending transfer requests initiated by [nhtrainingsite](#).

## Students with Approved Request for Transfer to New Hampshire Training Site

Main Menu
Students
Wizards
Smart Logbook
Schools
School System Info
Users
My Profile
Send Us A Message
PCG

School System
System Info
Reports
Inactive Students
User Types
Assign Teachers
Transfer Student Menu
Log Out
Main Menu
Summary
Lists
Inactive Users
User Type Assign
Financial Summary

### Schedule Transfer of Student

Twelve Six [New Mail](#)

#### Transfer Request Details

Destination District:	New Hampshire Training Site	Requested Transfer Date:	01/05/2018	Date of Request:	01/05/2018 (0:24 Ago)
Name:	Twelve Six				
Student ID:	2085433	SASID:	9999879870	Date of Birth:	06/11/2010

[View Notes](#)

#### Source Student Selected

Name:	Twelve Sam Six		
Student ID:	2085433	SASID:	9999879870
Date of Birth:	06/11/2010		

A new Student will be created in New Hampshire Training Site:

Student ID in New Hampshire Training Site system:	2085433
School in New Hampshire Training Site system:	-none-
Grade Level in New Hampshire Training Site system:	-none-

[Select Existing Destination Student](#)

#### The Following Data Will be Transferred:

- Parents
- Events
- Documents
- Assessments
- Narratives
- Discipline
- Participations
- Accommodations
- Goals
- SupplementalAids
- SpecialEdServices
- RelatedServices
- TransitionPlan
- TransitionServices
- CustomData
- EvaluationComponents

[Schedule Student Transfer](#)

[Cancel Transfer Request](#)

## Schedule Transfer (continued)

Completed by **Destination District**

### Step 3. Review Requests

In the section Students with Approved Request for Transfer to (Name of Destination District), click the "Student Details" button.

Enter the Student School and Grade

Complete A or B

- Click the "Schedule Student Transfer" button.  
Transfer is scheduled to run overnight.  
Student Record will be inactive in source district and active in destination district.
- If student record was previously in destination district  
Select Existing Destination Student button  
Review Criteria for Selecting Transfer Destination Student (Correct any incorrect information)  
Click View Students

state.nh.us/easyiep.plx?op=alt\_authenticated&CustomerName=nhti

EasyIEP (nhtrainingsite, Terr... X

EasyIEP (nhtrainingsite, Te... Welcome NH Departmen... Welcome NH Departmen... EasyIEP Aggregate (~nhst...

**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Mess

Main Menu | Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send

School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student Menu

Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary

**Student Transfer Scheduled** [New Mail!](#)

Your Student transfer has been scheduled. It will be processed starting at 01/05/2018 8:00 PM Eastern.  
The detailed information about the transfer will appear on your My Messages page.

Continue

state.nh.us/easyiep.plx?op=alt\_authenticated&CustomerName=nhti

EasyIEP (nhtrainingsite, Terr... X

EasyIEP (nhtrainingsite, Te... Welcome NH Departmen... Welcome NH Departmen... EasyIEP Aggregate (~nhst...

**NHSEIS** by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us a Message | PCG

**Message of the Day** [Edit Message](#)

10/14/10 RTilton. Do not change or inactivate any information from the following students; GRADY TEST STUDENT, and JOHN SMITH. These students are used when the Department is training the school districts. They have been populated with the information needed for the training session.

**My Messages**

New Messages [Send Message](#) [View All Messages](#)

From	ID	Date	Message Type	Subject	Message
Help Desk	651157	01/05/2018 12:42:00	Student Transfer	Scheduled Student Transfer Request	The Student Transfer Request h...
Help Desk	651146	01/05/2018 12:41:00	Student Transfer	Approved Student Transfer Request	The Student Transfer Request h...
Help Desk	651131	01/05/2018 12:23:00	Student Transfer	Approved Student Transfer Request	The Student Transfer Request h...

**My Schools**

My Students (4 Students)

- Jane Doe
- Ten Kayle One
- eleven allie test
- twelve zero test

### Step 3. (continued)

C. Click Continue button

The student record will transfer overnight.

Student record will be inactive in source district and active in destination district.

NHSEIS can be enabled to send an in-system message notifying users there are student transfer request pending, approved and scheduled.



## NHSEIS Student Transfer – 3 step technical instruction

Source District	DESTINATION DISTRICT
NHTRAINING SITE	NHREF SITE
<p><b>Step 2.</b> School System Info / Review Requests / Click Student details button / Click Find Student to Transfer button.  <u>Make corrections of any information that is not correct.</u>  Click View Student button.  Click Student Name.  Select Reason for Exiting and Click Approve Transfer Request button.</p>	<p><b>Step 1.</b> School System Info / Request Transfer/ Select Aggregate / Enter: source district, requested transfer date, student name, student ID, student SASID, date of birth/ click “Request Student Transfer” button.  Note: Student id is the NHSEIS student id number, if unknown enter 999999.</p> <p><b>Step 3.</b> School System Info / Review Request / Student details button. Follow instruction A or B.</p> <p>A. Schedule Student Transfer, next screen shows “Student Transfer Scheduled” Click Continue button.</p> <p>B. If student previously in destination district: Click “Select Existing Destination Student” button.</p>

To add transfer authorities for an administrative user, please complete the survey monkey. Once completed please email [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov)

Link to Required Survey Monkey: <https://www.surveymonkey.com/r/NHSEIS-TransferAuth>



## NHSEIS – KEY FIELDS FOR REPORTING

When the DOE calculates educational environment, for Federal Table 3, “Part B, Individuals with Disabilities Education Act Implementation of FAPE Requirements,” and Indicator 5 for the SPP/APR, the **length of the school day** is used to determine the total number of hours per week, Indicator 6 preschool uses **length of week**. (See Adding Admin Information #4 Fill in Length of School Day) If length of school day is left blank, NHSEIS defaults to the school’s length of school day. Contact the Bureau of Student Support to request a change in the length of day for the school.

With information provided through NHSEIS; the NHDOE reports for federal and state in the following areas;

1. Federal Reporting out of NHSEIS with real time data:
  - a. Table 1 Child Count
  - b. Table 3 Environment
  - c. Table 4 Exiting
  - d. Table 5 Discipline
2. Provide the district data for the Annual Performance Report (APR):
  - a. Indicator 2 Percentage of youth with IEPs dropping out of high school.
  - b. Indicator 4 Rates of suspension and expulsion.
  - c. Indicator 5 Educational environments of children with IEPs age 6 through 21.
  - d. Indicator 6 Percentage of children aged 3 through 5 with IEPs attending a regular or separate special education class, separate school or residential facility.
  - e. Indicator 9 & 10 Disproportionality in special education and related services and in specific disability categories that is a result of inappropriate identification.
  - f. Indicator 11 Percentage of children who were evaluated within 60 days of receiving parental consent initial evaluation.
  - g. Indicator 13 Percentage of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals.
  - h. Indicator 14 Percentage of youth who are no longer in secondary school, has IEPs in effect at the time they left school, and were: enrolled in IHE within one year of leaving; enrolled in IHE or competitively employed within one year; and enrolled in some other postsecondary education or training program or competitively employed within one year.

# HOW TO ACCESS REPORTS IN NHSEIS

On the Main Menu click the School System Info button. Next click Reports

by PCG Education

Main Menu

Students

Wizards

Schools

School System Info

Users

Super User

My Profile

PCG

School System

System Info

Reports

Inactive Students

User Types

Assign Teachers

Transfer Student

Log Out

Main Menu

Summary

Lists

Inactive Users

User Type Assign

Financial Summary

Assign Schools

School System Information

New Hampshire Training Site

New Mail

by PCG Education

Main Menu

Students

Recent Students

Wizards

Smart Logbook

Schools

School System Info

Users

My Profile

Send Us A Message

PCG

System & Imports

User Management

Student Transfer

Reports

Finance

Reports

Start Advanced Reporting System

Advanced Reporting System

NOTE: The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Hoc Reporting.

## Standard Reports

### Drill-Down Reports

Student Reports	User Reports
(None Available)	(None Available)
Service Reports	Service Log Reports
(None Available)	(None Available)

### Scheduled Reports

General

Proj. Meetings Reports

SAU Reports

State/Federal Reports

EOY Extract

Post School Outcomes Labels

NH-ActiveStudentList (TXT)

NH-ActiveStudentList (PDF)

Annual Financial Summary Report

Scheduled Reports

<u>Scheduled Reports</u>			
<u>General</u>	<u>State/Federal Reports</u>	<u>SAU Reports</u>	<u>Proj. Meetings Reports</u>
<u>EOY Extract</u>	<u>Child Count and Environment (Table 1 and 3) - Student Records</u>	<u>Address Labels pdf</u>	<u>Projected Eligibility Meetings (PDF)</u>
<u>Post School Outcomes Labels</u>	<u>Child Count and Environment (Table 1 and 3)-Aggregate</u>	<u>Address Labels Parent Name</u>	<u>Projected Eligibility Meetings (XLS)</u>
<u>Annual Financial Summary Report</u>	<u>Discipline Report (Table 5)- Student Records</u>	<u>Data Quality Report</u>	<u>Projected IEP Meetings (PDF)</u>
	<u>Discipline Report (Table 5)- Aggregate</u>	<u>Usage Report</u>	
	<u>Exiting Report (Table 4)- Student Records</u>	<u>SPEDSYS</u>	
	<u>Exiting Report (Table 4)- Aggregate</u>	<u>Related Service Report</u>	
<u>Service Logging-Optional</u>		<u>User Missing Data</u>	
<u>Logged Related Services Summary</u>		<u>Student Missing Data</u>	
<u>Smart Logbook Report</u>		<u>Active Student Listing (XLS)</u>	
<u>Smart Logbook Report Details</u>		<u>Active Student Listing (PDF)</u>	
		<u>Special Transportation</u>	
		<u>Inactive Student List (XLS)</u>	
		<u>Mailing Labels</u>	
		<u>NH Duplicate Student Report</u>	

# Scheduled Reports

## School System Info – Reports

Click the file Tab to view the available reports. Click the name of the report.

Enter additional information if requested. Click Generate Report button.

The scheduled report will appear below the Saved System Reports. Click Reports to refresh the reports generated.

Click the name of the report to open with appropriate software.

## Scheduled Reports

General

State/Federal Reports

SAU Reports

Proj. Meetings Reports

[EOY Extract](#)

[Post School Outcomes Labels](#)

[Annual Financial Summary Report](#)

## Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/27/2020 16:11:00	SAU System Administrator	<a href="#">Child Count and Environment (Table 1 and 3)-Student Records</a>	05/07/2020		
04/27/2020 16:06:00	SAU System Administrator	<a href="#">Data Quality Report</a>	05/07/2020	<input type="checkbox"/>	<input type="text"/>
04/27/2020 15:58:00	SAU System Administrator	<a href="#">NH Duplicate Student Report</a>	05/07/2020		

(3 Reports)

Update the Database

# ADDRESS LABELS pdf

## Title of Report: Address Labels pdf

Purpose of Report: To allow districts to create mailing labels from student and contact information in NHSEIS.

Click "School

System" Click

"Reports"

Click "Address Labels pdf"

Select from drop-down lists for School, Provider, Grade, Resident District(s), Disability/Disabilities, and Status.

This feature allows NHSEIS users to filter the address label list. Click "Generate Report."

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/27/2020 16:16:00	SAU System Administrator	<a href="#">Address Labels pdf</a>	05/07/2020	<input type="checkbox"/>	
04/27/2020 16:11:00	SAU System Administrator	<a href="#">Child Count and Environment (Table 1 and 3)-Student Records</a>	05/07/2020		
04/27/2020 16:06:00	SAU System Administrator	<a href="#">Data Quality Report</a>	05/07/2020	<input type="checkbox"/>	
04/27/2020 15:58:00	SAU System Administrator	<a href="#">NH Duplicate Student Report</a>	05/07/2020		

(4 Reports)

[Update the Database](#)

**Reports - Address Labels pdf** [New Mail](#)

School(s): [--All--](#)  
8.3 Test School  
8.5 Test School  
8.7 Test School AR

Provider(s): [--All--](#)  
School Administrator  
Jane Doe  
adam e heard

Grade(s): [--All--](#)  
10th Grade  
11th Grade  
12th Grade

Resident District(s): [--All--](#)  
Fenton Area Public Schools  
Acworth  
Acworth (town)

Disability/Disabilities: [--All--](#)  
Autism  
Deaf-blindness  
Deafness

Status: [--All--](#)  
Special Ed  
General Ed

[Generate Report ?](#)

Allow time for NHSEIS to create the report.

Click “Reports” button to view NHSEIS created reports.

When created report appears below the reports, in the Saved System Reports area, click the report to access the report information

To the parents of:  
John CatAid  
22 Canterbury Rd  
Canterbury, NH 03222

To the parents of:  
Early Childhood  
3213123 Street  
Concord, NH 03301

To the parents of:  
John Doe  
2 Main St.  
Concord, NH 03301

Address Labels pdf is in a pdf format and will appear three across and ten down.

### Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/27/2020 16:16:00	SAU System Administrator	<a href="#">Address Labels pdf</a>	05/07/2020	<input type="checkbox"/>	<input type="text"/>
04/27/2020 16:11:00	SAU System Administrator	<a href="#">Child Count and Environment (Table 1 and 3)-Student Records</a>	05/07/2020		
04/27/2020 16:06:00	SAU System Administrator	<a href="#">Data Quality Report</a>	05/07/2020	<input type="checkbox"/>	<input type="text"/>
04/27/2020 15:58:00	SAU System Administrator	<a href="#">NH Duplicate Student Report</a>	05/07/2020		

(4 Reports)

Update the Database

# ADDRESS LABELS PARENTS NAME

Title of Report: Address Labels Parents Name

Purpose of Report: To allow districts to create mailing labels from contact information in NHSEIS

Click “School

System” Click

“Reports”

Click “Address Labels Parent Name”

Select from drop-down lists for student’s School, Provider, Grade, Resident District, Disability, and Status.

Click the Generate report button.

When report appears in the Saved System Reports, click the report title to access the report.

## Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/30/2015 15:09:00	Santina Thibedeau	<a href="#">NH Duplicate Student Report</a>	05/05/2015		
04/30/2015 15:01:00	Santina Thibedeau	<a href="#">Address Labels pdf</a>	05/05/2015	<input type="checkbox"/>	<input type="text"/>
04/30/2015 14:57:00	Santina Thibedeau	<a href="#">Data Quality Report</a>	05/05/2015	<input type="checkbox"/>	<input type="text"/>

(3 Reports)

Update the Database

[Main Menu](#) | [Students](#) | [Wizards](#) | [Schools](#) | [School System Info](#) | [Users](#) | [Super User](#) | [My Profile](#) | [PCG](#)  
[School System](#) | [System Info](#) | [Reports](#) | [Inactive Students](#) | [User Types](#) | [Assign Teachers](#) | [Transfer Student](#)  
[Log Out](#) | [Main Menu](#) | [Summary](#) | [Lists](#) | [Inactive Users](#) | [User Type Assign](#) | [Financial Summary](#) | [Assign Schools](#)

## Reports - Address Labels Parent Name [New Mail](#)

School(s):   
 8.3 Test School  
 8.5 Test School  
 8.7 Test School AR

Provider(s):   
 School Administrator  
 Jane Doe  
 adam e heard

Grade(s):   
 10th Grade  
 11th Grade  
 12th Grade

Resident District(s):   
 Fenton Area Public Schools  
 Acworth  
 Acworth (town)

Disability/Disabilities:   
 Autism  
 Deaf-blindness  
 Deafness

Status:   
 Special Ed  
 General Ed

Generate Report ?



Report appears in the format below in a pdf document.  
This document can be used to create address labels. The  
addresses are three across and ten down.

Johnny & Sally Smithson	John Laconia	Mom P Date
2 Street	2 Tilton Street	32321 Redsds Rd.
Concord, NH 03301	Concord, NH 03301	City, NH 03333

# DUPLICATE STUDENT REPORT

Title of Report: Duplicate Students Report

Purpose of Report: This report will show any student data that has been entered in NHSEIS twice. The district can report this information to the message board so the DOE can merge the data.

Click "School System"

Click "Reports"

Click "Duplicate Students Report"



The screenshot shows the 'Reports - NH Duplicate Student Report' form. At the top is a navigation bar with links: Main Menu, Students, Wizards, Schools, School System Info, Users, Super User, My Profile, and PCG. Below this is a sub-menu bar with links: School System, System Info, Reports, Inactive Students, User Types, Assign Teachers, Transfer Student, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, Financial Summary, and Assign Schools. The main form area has the title 'Reports - NH Duplicate Student Report' and a 'New Mail' link. There are two checkboxes: 'Include Inactive Students' (checked) and 'Include Student Code Check' (checked). At the bottom is a green 'Generate Report' button with a question mark icon.

After the report is created, click School System/ Reports / scroll down to Saved System Reports / click Duplicate Students Report

The report below is an example of one possible duplicated student records.

System	Student ID	SASID	Last Name	First Name	Middle Name	DOB	Gender	Active	Date Added
nhtrainingsite	2047143	4444555521	10.4	test	student	12/8/1996	M	A	2/25/2012
nhtrainingsite	2047142	4444555521	10.4	test	Student	12/8/2000	M	A	2/25/2012

## Child Count and Environment (Table 1 and 3) - Student Records

### **Report Title:** Child Count and Environment (Table 1 and 3)-Student Records

- *Table 1 (child count) Student Records* is the report of the number of children with disabilities receiving special education under Part B of the Individuals with Disabilities Education Act (IDEA).
- *Table 3 (education environment)* is Part B of IDEA implementation of FAPE requirements. Raw data refers to individual student data. The Federal tables utilize district data entered in NHSEIS to answer specific criteria for Indicators 5 and 6 of the State Performance Plan.

**Purpose of report:** Table 1 and 3 data is sorted by district and used for Indicator 5 and 6 pertaining to education environment. The USDOE Office of Special Education Programs (OSEP) has indicators to guide the implementation of IDEA at the NHDOE, Bureau of Student Support (State). The indicators are used to report progress and performance of the State to OSEP and for the State to report district level performance. Indicators are one of the ways in which States measure and report ~~their~~ performance in educating students with disabilities.

- Indicator 5 – Percentage of children with IEPs aged 6 through 21 served:
  - A. Inside the regular class 80% or more of the day;
  - B. Inside the regular class less than 40% of the day; and
  - C. In separate schools, residential facilities, or homebound/hospital placements.
- Indicator 6 – Percent of children aged 3 through 5 with IEPs attending a:
  - A. Regular early childhood program and receiving the majority of special education and related services in the regular early childhood program; and
  - B. Separate special education class, separate school or residential facility.

The Child Count and Environments Report is based on a federal submission table and identifies students with disabilities who are receiving special education services under Part B of the Individuals with Disabilities Education Act (IDEA) as well as reports on the implementation of Free and Appropriate Public Education (FAPE) Requirements. Federal Reporting Census Date – October 1st

The Table 1 and 3 report consists of Part 1 and Part 2, described below. The data is sorted by District and used for the Child Count in the IDEA Reports posted on the NHDOE website in iPlatform. Only a child, whose eligibility determination is current, has a finalized IEP, and receiving services will be considered for the Child Count. The educational environment (setting) is the type or category of environment in which the student receives special education services, related services, and program services. The state reports annually to OSEP on educational environments in which children receive their special education and related service. Districts can access this information from this report.

**Part 1.** The top section of the report is the student data used to create the summarized data in Part 2. The student can be listed multiple times because each IEP service is shown separately. Part 1 includes all students with services.

**Part 2.** This section of the report lists each student once. The amount of time for individual services stated on the special education and related services grid on the IEP is combined to determine the amount of time in an environmental setting. Part 2 supports the Tables 1 and 3 by district. Part 2 breaks the data down into Table 3.

As of date of census, includes students who are active status, currently receiving services under an active IEP, and who are currently covered by a valid eligibility as of the census date.

Excludes students with DD as Primary Placement if age >9 (i.e. 10+)

NH excludes student who

- Excludes students without school assignments or DOL
- Excludes students 6-21 year olds with a length of Day = 0
- Excludes Services with placements inappropriate for the age of the student on the date of the census and services that have been manually identified as “not included” (things like Consultation, Consult, Transport, Transportation, etc.)

Part 2 of the Table 1 and 3 raw data report should include all students in Part 1, but may have additional students with IEPs, but no qualifying services, on the census date.

Each Student should only be counted once in Part 2 – Unique student records reflecting their calculated annual placement location.

## The essential data points to districts (column headers) are:

### Part 1

**District Code** - NHSEIS generated code, district identifier

**District of Liability** – District that is financially responsible

**Student Code** - NHSEIS generated student identifier

**SASID** – Unique student identifier

**Date of Birth** – Date child was born

**Age** – Age of the student on October 1<sup>st</sup>

**Race** – White, Hispanic/Latino, American Indian or Alaska Native, Asian, Black or African American and Native Hawaiian, or Other Pacific Islander

**Race Code** - NHSEIS generated code for race identified

**Event Id** – Event number in student history identifying IEP services

**IEP Begin and End** – These are the dates entered into NHSEIS that the IEP starts and ends

**Disability** – Primary disability only

**Service** – Type of service being provided

**Service Type** – Special Ed service, related service, program service

**Current Location** – Not used

**Service begin and end dates** – These are the dates entered into NHSEIS that the service starts and ends

**Number of Sessions** – The number of sessions for the service

**Session Length** – Day or number of hours or minutes

**Length of Day** – The amount of time a student spends in a school day as reported on the student info section in NHSEIS.

## The essential data points to districts (column headers) are:

**Part 2 – NHSEIS Data Reporting Requirements: Education Environments (settings)**

**District Code** – NHSEIS generated code, district identifier

**District of Liability** – District that is financially responsible

**Student Code** – NHSEIS generated student identifier

**SASID** – Unique student identifier

**Age** – Age of the student on October 1<sup>st</sup>

**Race** - White, Hispanic/Latino, American Indian or Alaska Native, Asian, Black or African American and Native Hawaiian, or Other Pacific Islander

**Gender** – Male or Female

**School Code** – NHSEIS generated code, school identifier

**Most Recent Disability Code** – most recent primary disability entered in NHSEIS, NHSEIS generated code, disability identifier

**Most Recent Disability** – student’s most recent primary disability

**REC10YSVCS** – The child age 3-5 is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program at least 10 hours per week).

**REC10YOTHLOC** – The child age 3-5 is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program at least 10 hours per week).

**REC09YSSVCS** -The child age 3-5 is receiving the majority of hours of special education and related services in the Regular Early Childhood Program (and the child attends a Regular Early Childhood Program less than 10 hours per week).

**REC09OTHLOC** –The child age 3-5 is receiving the majority of hours of special education and related services in some other location (and the child attends a Regular Early Childhood Program less than 10 hours per week).

**SC** – Separate Class – age 3-5

**SS** – Separate School – age 3-5

**RF** – Residential Facility – age 3-5

**H** – Home or Other – age 3-5

**SPL** – Service Provider Location – age 3-5

**RC39** – Regular Ed setting less than 40% - age 6-21

**SS** – Separate School – age 6-21

**RF** – Residential Facility – age 6-21

**HH** – Home Bound / Hospital – age 6-21

**CF** – Correctional Facility – age 6-21

The essential data points to districts (column headers) are:

**Part 2 (cont.)**

**RC80** – Regular Ed setting at least 80% - age 6-21

**RC79to40** – Regular Ed setting 40% to 79% - age 6-21

**PPPS** – Parental Placed Private School – age 6-21

**LEP** – Limited English Proficiency – age 3-21

## To create the Table 1 and 3 report:

**Step 1:** Click “School System” button

**Step 2:** Click “Reports” button

**Step 3:** Click the “State/Federal Reports” tab and  
Select –Child Count and Environment (Table 1  
and 3)-Student Records



**To create the Table 1 and 3 report (cont.):**


**Step 4:** Enter “Date of Census,” for example 10/1/17, reference date for determination of student data eligibility and environmental settings and “Date Due” for example 2/1/18, deadline for receipt to OSEP of NH Child Count and Environmental data.


**Step 5:** Click “Generate Report”

button Allow time for NHSEIS to  
create the report.



## Reports - Child Count and Environment (Table 1 and 3)-Student Records

Date of Census:  

Date Due:  

?

## To create the Table 1 and 3 report (cont.):

**Step 6:** On the main menu, Click “School System” button

**Step 7:** Click “Reports” button

Once created, report appears below the scheduled reports (scroll down), in the Saved System Reports area.

**Step 8:** Click the report, Table 1 and 3 by District (raw data), to access the report information.

**Step 9:** Click “Open” to open report or “Save” or “Save as” to save the report

### Scheduled Reports

General

State/Federal Reports

SAU Reports

Proj. Meetings Reports

[EOY Extract](#)  
[Post School Outcomes Labels](#)  
[NH-ActiveStudentList \(TXT\)](#)  
[NH-ActiveStudentList \(PDF\)](#)  
[Annual Financial Summary Report](#)

### Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date
04/17/2018 12:50:00	Terry 1 Hersh	<a href="#">Child Count and Environment (Table 1 and 3)-Student Records</a>	04/27/2018

(1 Reports)



## EXITING REPORT (TABLE 4)-STUDENT RECORDS

**Report Title: Exiting Report (Table 4)-Student Records** (Reason for Exiting) is the Report of Children who had an IEP within the school year and exited from Special Education. Student records refers to individual student data. The Federal Tables utilize district data entered in NHSEIS to answer specific criteria used for Indicator 14.

**Purpose of report:** Table 4 is sorted by district and used for Indicator 14. This report is available for districts to review exited students within a time period. The Federal Office of Special Education Programs (OSEP) has indicators to guide SEAs implementation of IDEA. The indicators are used to report SEAs progress and performance to OSEP and to report district level performance. Indicators are one of the ways in which states measure and report their performance in educating students with disabilities.

- Indicator 14 – Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:
  - A. Enrolled in higher education within one year of leaving high school.
  - B. Enrolled in higher education or competitively employed within one year of leaving high school.
  - C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.

The student data is used for the Annual Post School Outcome Survey mailed to exited students one year, after they leave high school.

The students included in the survey will have exited special education for the following

Reasons:

- Graduated with Regular High School Diploma
- Received a Certificate/Other Document
- Received a Certificate/Other document – Reached Maximum age & received a certificate/other doc
- Reached Maximum Age – Did not receive a regular high school diploma or certificate
- Dropped Out – Dropout
- Dropped Out – Runaway

The Exiting Report identifies students, ages 14 through 21, who had an IEP within the school year and exited from Special Education. This report is based on an annually required federal submission. Federal Reporting Dates: July 1 – June 30th

- Dropped Out – GED Recipient
- Dropped Out – Status Unknown
- Dropped Out – Moved, not known to continuing in an educational program
- Dropped Out – Other exits

The NHDOE is required by OSEP in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to collect post school outcome data on students who received special education services, one year after they have exited high school. Special Education State Performance Report provide background information about our survey process and the data we collect for indicator 14)

The **essential data points to districts (column headers)** are:

**Customer Name**

**District Code** – NHSEIS generated code, district identifier

**District of Liability Name** – District that is financially responsible

**District of Liability Code** – NHSEIS generated code, district of liability identifier

**SASID** – Unique student identifier

**Student ID** – NHSEIS generated id number, student identifier

**Last Name** – Student's last name

**First Name** – Student's first name

**Date of Birth** – Student's date of birth

**Gender** – Student's gender

**Race** – Student's race

**Age at time of exit** – Student's age on exit date

**Exit Date** - Date student was exited from Special Education

**Exit Reason** – Selected reason student was exited from Special Education

**Exit Reason Code** – NHSEIS generated code for exit reason

The **essential data points to districts (column headers), cont.** are:

**Disability Name** – Student’s Disability

**Disability (on Exit)** – Student’s disability on exit date

**LEP** – Limited English Proficient

**To create the Exiting Report (Table 4): Step 1:** Click “School System”

button **Step 2:** Click “Reports” button

**Step 3:** Click the “State/Federal Reports” tab and Select – **Exiting Report (Table 4)-Student Records** – click

**Step 4:** Enter Begin Date and End Date, such as 7/1/13 and 6/30/14.

**Step 5:** Click “Generate Report” button

Allow time for NHSEIS to create the report.

Once created the report appears below the scheduled reports (scroll down), in the Saved System Reports area.

**Step 6:** Click the report, **Exiting Report (Table 4)-Student Records**, to access the report information.

**Step 7:** Click “yes” to open report.

The screenshot displays the NHSEIS web application interface. At the top, there is a navigation bar with tabs: Students, Wizards, Smart Logbook, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. Below this, a secondary menu contains buttons for School System, System Info, Reports, Inactive Students, User Types, Assign Teachers, Transfer Student Menu, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Financial Summary. The main content area is titled 'Reports - Exiting Report (Table 4)-Student Records'. On the right side of this area, there are links for '(Help ?)' and 'New Mail!'. In the center, there are two date selection fields: 'Begin Date:' and 'End Date:', each with a calendar icon. Below these fields is a green button labeled 'Generate Report' with a question mark icon.

# DATA QUALITY REPORT

Title of Report: Data Quality Report

Purpose of Report: To determine students with incomplete data in the IEP process wizard. Missing fields can be easily identified on the spreadsheet.

Click “School System”

Click “Reports”

Click “Data Quality Report”

Click the Reports Button to Refresh saved reports.

Report will appear below in the Saved System Report area.

Click Report Title to run.

Click “Open” to open the file in excel format.

Click “Save” or “Save as” to save the report.

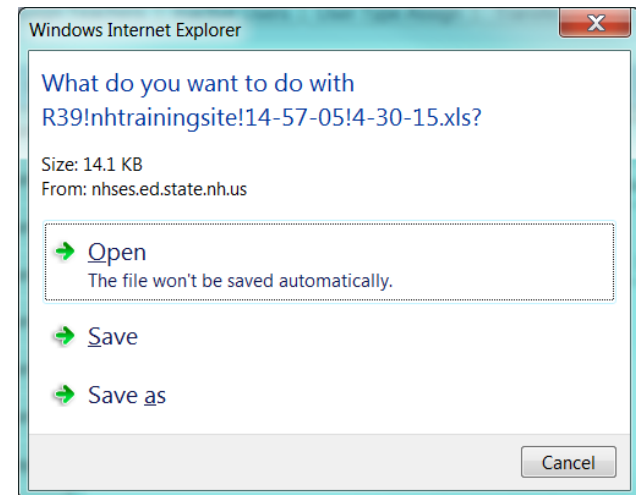
The Data Quality Report can be saved in Excel (xls) format.

## Saved System Reports

Date Generated ?	Created By	Report Type ?	Expiration Date	Keep	Custom Name
04/30/2015 15:09:00	Santina Thibedeau	<a href="#">NH Duplicate Student Report</a>	05/05/2015		
04/30/2015 15:01:00	Santina Thibedeau	<a href="#">Address Labels pdf</a>	05/05/2015	<input type="checkbox"/>	<input type="text"/>
04/30/2015 14:57:00	Santina Thibedeau	<a href="#">Data Quality Report</a>	05/05/2015	<input type="checkbox"/>	<input type="text"/>

(3 Reports)

Update the Database



**Report Column Headers:**

- Customer Name
- District of Liability
- Town of Residence
- Customer Code
- SASID number
- Student ID
- Student Last
- Student Middle Initial
- Student First
- Date of Birth
- Age
- Race
- Gender
- Primary Language
- Language of Instruction
- Grade
- Length of Day
- School
- Primary Disability
- Referral Date
- Parent Consent to Evaluate Date
- Parent Consent to Eligibility Determination
- Parent Consent to Eligibility Determination Date



## NHSEIS ADVANCED REPORTING

Advanced Reporting is a sophisticated reporting system which allows for more dynamic reports than can be created within the main portal of NHSEIS. Features of this system include the ability to control report dates and other filters as well as export data into other formats, including PDF, Excel, and comma separated value or csv files.

### Accessing Advanced Reporting

Advanced Reporting is available to SAU and District Administrators user types and can be found in the School System Info tab, under Reports. As with other components of NHSEIS, Advanced Reporting uses the system user roles to determine which data is viewable. So reports in the system will only display data from the district, school, caseload, etc. to which the user has established permissions to view

The screenshot shows the NHSEIS Advanced Reporting interface. At the top, the NHSEIS logo is on the left, and a search bar is on the right. Below the logo, a green menu bar contains the following items: Students, Wizards, Smart Logbook, Schools, School System Info, Users, Super User, My Profile, and Send Us A Message. A red circle with the number 1 is placed over the 'School System Info' item. Below the green menu bar, a grey menu bar contains the following items: System, System Info, Reports, Assign Schools, Inactive Students, User Types, External Systems, Finance Summary, Financial Configuration, Set Program Rates, Set Service Rates, Out, Main Menu, Summary, Lists, Assign Teachers, Inactive Users, User Type Assign, Transfer Student, Add Providers, Program Approval, and Import History. A red circle with the number 2 is placed over the 'Reports' item. Below the grey menu bar, the 'Reports' section is displayed. A red circle with the number 3 is placed over the 'Start Advanced Reporting System' button. Below the button, a note states: 'NOTE: The Advanced Reporting System provides features such as Graphical Data Representation, Drill Down for specific data, and Ad Hoc Reporting.' Below the note, there are three sections: 'Standard Reports', 'Drill-Down Reports', and 'Scheduled Reports'. The 'Standard Reports' section contains a table with two columns: 'Student Reports' and 'User Reports'. The 'Drill-Down Reports' section contains a table with two columns: 'Service Reports' and 'Service Log Reports'. The 'Scheduled Reports' section contains a table with two columns: 'General' and 'State/Federal Reports'. A red box with white text is overlaid on the right side of the screenshot, containing the following instructions: '1. Select School System Info from the Green Menu Bar', '2. Select Report on the Grey Menu Bar', and '3. Select Start Advanced Reporting System'.

**1. Select School System Info from the Green Menu Bar**

**2. Select Report on the Grey Menu Bar**

**3. Select Start Advanced Reporting System**

#### Start Advanced Reporting System

NHSEIS Report Library (double click to open)

#### Select Report:

- Ind. 11-Timely Initial Evaluations
- Ind. 12-Early Childhood Transitions
- New Student Report
- Projected Service Hours
- Student Information and Program Placement Report

## INDICATOR REPORTS

**Indicator 11: Timely Initial Evaluations** – A report summarizing key data points along the evaluation timeline, including parental consent, evaluation report date, and eligibility as well as a calculation indicating timeliness of evaluation.

The report can be run for any time period during the year, allowing districts to engage in an ongoing review and self-monitoring of their evaluation timelines. In addition, the report can be used to identify students for whom additional documentation of allowable exceptions to the timeline is needed.

To mimic the official data pull for federal reporting, please use the following report dates:

Begin Date Range: August 15

End Date Range: November 15

### Ind. 11-Timely Initial Evaluations

#### Description:

A report summarizing key data points along the evaluation timeline, including parental consent, evaluation report date, and eligibility as well as a calculation indicating timeliness of evaluation. Reporting dates used for federal reporting are September 1st to November 30th. Rev. (12-13-2017)

**Type:** Web Intelligence

The dates entered reflect the range of dates of parent consent to be included in the report. For a complete picture of the process, it is recommended that the report be generated at least 60-80 days following the reporting period to allow for completion of the evaluation process and data entry into NHSEIS.

*Please note: This report relies on the parent consent to evaluation field which was introduced September 2016. Data prior to this date is unreliable.*

**Indicator 12: Early Childhood Transitions** – A report summarizing key data points along the early childhood transition timeline, including ESS referral date, parental consent, eligibility determination date, and IEP creation date as well as a calculation indicating timeliness either a non-eligibility determination or IEP creation.

The report can be run for any time period during the year, allowing districts to engage in an ongoing review and self-monitoring of their transition timelines. To mimic the official data pull for federal reporting, please use the following report dates:

### Ind. 12-Early Childhood Transitions

#### Description:

A report summarizing key data points along the early childhood transition timeline, including ESS referral date, parental consent, eligibility determination date, and IEP creation date as well as a calculation indicating timeliness either a non-eligibility determination or IEP creation. Report dates used for federal reporting: July 1st - October 31st Rev. 12-12-2017

**Type:** Web Intelligence

## Additional Reports

**Projected Service Hours Report** – A report listing the service prescriptions for all currently active students with an active IEP. The report includes the ability to filter by service type and school.

**New Student Report** – A report of students who were added to an SAU during the course of a school year, including those that were manually added, transferred from another SAU, or referred by ESS.

**Student Information and Program Placement Report** – A report of students and their program placement for a given range of IEP start dates. The report is organized by school and includes additional information including the student's primary disability, birth date, and grade level.



### Projected Service Hours

#### Description:

A report listing the service prescriptions for all currently active students with an active IEP. The report includes the ability to filter by service type and school.

Services Calculation Data Extract (10/23/2017)

**Type:** Web Intelligence

# Finance Summary

**NHSEIS**  
by PCG Education

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▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▶ Finance

School System Information

New Financial Summary Training Site

Click School System Info / Finance / Finance Summary

▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▶ Finance

**Financial Summary**

Student ID:  ☐ Exact Match

First Name:  ☐ Exact Match

SASID:  ☐ Exact Match

Last Name:  ☐ Exact Match

Search

Enter identifier (student id, name, or sasid)/ click search button

Main Menu | ▶ Students | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | ▶ My Profile | Send Us A Message | PCG

▶ System & Imports | ▶ User Management | Student Transfer | Reports | ▶ Finance

**Select a Student Finance Summary**

Student ID:  ☐ Exact Match

First Name:  ☐ Exact Match

SASID:  ☐ Exact Match

Last Name:  ☐ Exact Match

Search

School	Grade	Name	Student ID	Age	Dis	Case Manager
LHS	10	JOHN L-SAVE SMITH	2031582	16	OHI	Jane Doe

Click student name

## Financial Summary

JOHN L-SAVE SMITH

Student ID:	<input type="text"/>	<input type="checkbox"/> Exact Match	First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
SASID:	<input type="text"/>	<input type="checkbox"/> Exact Match	Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
<a href="#">Search</a>					

Student: JOHN L-SAVE SMITH Student ID: 2031582 SASID: 0011223347 DOB: 12/01/2002 District of Liability:: Concord

☐ Lock School Year

Financial Summary for School Year: 2018-2019

### Annual Totals

Invoice Total:	80800.00
Non-Medicaid Reimbursable Total:	80800.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Special Education Aid Cost:	80800.00
Special Education Aid Cap:	56797.13

The invoice total has exceeded the States Special Education Aid Cap!

### Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
<a href="#">ACCESS</a>	332	11/01/2018	240.00	0.00	<a href="#">View Line Item Changes</a>
<a href="#">ACCESS</a>	53100000	01/01/2019	560.00	0.00	<a href="#">View Line Item Changes</a>
<a href="#">ACCESS</a>	111e0o	02/05/2019	80000.00	0.00	<a href="#">View Line Item Changes</a>

[Add New Invoice for 2018-2019](#)

[Print Annual IEPs/Services](#)

Select School Year and Click Add New Invoice for (school year selected)

Click Print Annual IEPs/Services to view or print the current IEP date summary and details of IEP services.

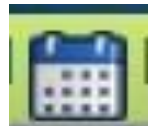
Please refer to the Special Education Aid Manual for further information on entering invoices for Special Education Aid as well as Chapter 402 students.

## ADDING PROGRESS REPORT PERIODS

Click the calendar icon on the green menu bar.

Scroll down and click the “Edit School Years” button.

Click the “edit” button for the school year row and the column Report Periods.




Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods	Report Periods	Report Periods	Report Periods	Report Periods	Report Periods	Report Periods	Report Periods
	09/02/2005	06/29/2006	301	214	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/01/2006	06/30/2007	303	180	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/01/2007	06/30/2008	304	212	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/04/2008	06/23/2009	293	203	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	08/26/2009	06/23/2010	302	213	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/03/2010	06/23/2011	294	193	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	08/29/2011	06/29/2012	306	220	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/01/2012	06/28/2013	301	214	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	09/01/2013	06/20/2014	293	209	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Select this “edit” button for the school year 2015-2016.

The SAU can name the progress report periods for the school year, and enter the start and end date of the progress report period. Each progress report period creates a column on each student's progress report.

Note: Best practice is to enter the progress report periods prior to the first reporting period.



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Edit 2015-2016 Reporting Period Schedule

(New Hampshire Training Site)

New Mail!

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	ESY	Cal Days	Sch Days
<input type="checkbox"/>	1	<input type="text" value="Reporting Period 1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>		
<input type="checkbox"/>	2	<input type="text" value="Reporting Period 2"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>		
<input type="checkbox"/>	3	<input type="text" value="Reporting Period 3"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>		
<input type="checkbox"/>	4	<input type="text" value="Reporting Period 4"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>		

If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

Update the Database

Auto-fill Begin and End Dates

Add another reporting period

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Edit 2015-2016 Reporting Period Schedule

(New Hampshire Training Site)

New Mail!

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	ESY	Cal Days	Sch Days
<input type="checkbox"/>	1	<input type="text" value="1st Quarter"/>	<input type="text" value="09/01/2015"/>	<input type="text" value="10/31/2015"/>	<input type="checkbox"/>	61	44
<input type="checkbox"/>	2	<input type="text" value="2nd Quarter"/>	<input type="text" value="11/01/2015"/>	<input type="text" value="01/10/2016"/>	<input type="checkbox"/>	71	49
<input type="checkbox"/>	3	<input type="text" value="3rd Quarter"/>	<input type="text" value="01/11/2016"/>	<input type="text" value="03/15/2016"/>	<input type="checkbox"/>	65	47
<input type="checkbox"/>	4	<input type="text" value="4th Quarter"/>	<input type="text" value="03/16/2016"/>	<input type="text" value="06/15/2016"/>	<input type="checkbox"/>	92	66

If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

Update the Database

Auto-fill Begin and End Dates

Add another reporting period



# VIEW USER ACTIONS

**Step 1:** Click the student Compliance symbol to access Student History.

**Step 2:** Scroll down and click “View User Actions”

Select a Student [New Mail](#)

Del	CP	Last Elig	IEP End	Proj IEP	School	Grade	Name	Student ID	SASID	Age	Hist Dis	Dis	Case Manager
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/25/2015	01/25/2018	01/25/2018	ELEM	4	John March	2068944	8887779994	17 Years	SLD,SP	SLD,SP	Mrs. Terry L. HERSH

Student History

John March (✓)

[New Mail](#)

Status	Child Study Date	Referral Date	Consent Date	Proj Consent Date	Elig Date	Proj Elig Date	IEP Date	Proj IEP Date
SpecialEd		01/10/2015		12/11/2017	01/25/2015	01/25/2018	01/25/2017	01/25/2018

Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
5445	01/25/2017	IEP (Based on Event 5444)	01/25/2017	01/25/2018	Terry L Hersh	IEP (ID# 5891)	03/08/2017 10:29 (42 days)	<a href="#">Details</a>
5444	01/25/2017	Proposed IEP	01/25/2017	01/25/2018	Terry L Hersh	IEP (ID# 5891)	03/08/2017 10:21 (42 days)	<a href="#">Details</a>
4824	01/25/2015	IEP (Based on Event 4823)	01/25/2015	01/25/2016	Terry L Hersh	IEP (ID# 5418)	05/08/2015 09:30 (710 days)	<a href="#">Details</a>
4823	01/25/2015	Proposed IEP	01/25/2015	01/25/2016	Terry L Hersh	IEP (ID# 5418)	05/08/2015 09:29 (710 days)	<a href="#">Details</a>
4915	04/25/2015	Progress Report (2014 - Reporting Period 3 (Inactive P.B.))			Mrs. Terry L. HERSH	Progress Report (ID# 5407)	04/29/2015 17:52 (719 days)	<a href="#">Details</a>
4806	01/25/2015	IEP (Based on Event 4807)	01/25/2015	01/25/2016	Mrs. Terry L. HERSH	IEP (ID# 5393)	04/28/2015 11:58 (722 days)	<a href="#">Details</a>
4807	01/25/2015	Proposed IEP	01/25/2015	01/25/2016	Mrs. Terry L. HERSH	IEP (ID# 5393)	04/28/2015 11:57 (722 days)	<a href="#">Details</a>
4806	01/25/2015	IEP (Based on Event 4805)	01/25/2015	01/25/2016	Mrs. Terry L. HERSH	IEP (ID# 5391)	04/28/2015 11:34 (722 days)	<a href="#">Details</a>
4805	01/25/2015	Proposed IEP	01/25/2015	01/25/2016	Mrs. Terry L. HERSH	IEP (ID# 5391)	04/28/2015 11:23 (722 days)	<a href="#">Details</a>
4804	01/25/2015	Eligibility Determination (Based on Event 4803)	01/25/2015	01/25/2018	Terry L Hersh	Eligibility Determination Document (ID# 5386)	04/28/2015 09:29 (722 days)	<a href="#">Details</a>
4803	01/25/2015	Proposed Eligibility Determination	01/25/2015	01/25/2018	Terry L Hersh	Eligibility Determination Document (ID# 5386)	04/28/2015 09:28 (722 days)	<a href="#">Details</a>
4793	01/10/2015	Parent/Guardian Consent to Evaluate			Mrs. Terry L. HERSH		04/23/2015 14:51 (725 days)	<a href="#">Details</a>
4792	01/10/2015	Referral			Mrs. Terry L. HERSH		04/23/2015 14:51 (725 days)	<a href="#">Details</a>

(13 Events)

\* NOTE: Items in this table are sorted in chronological order by Event date. Except that child events (e.g. Progress Report) are listed below the parent event. Event Date is the Meeting Date for IEPs and Eligibilities.

<span style="background-color: #0070C0; color: white; padding: 2px;">Legend:</span>	<span style="background-color: #FFD700; border: 1px solid black; padding: 2px;">= Currently Valid Eligibility</span>
	<span style="background-color: #FFA500; border: 1px solid black; padding: 2px;">= Previous IEP</span>
	<span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">= Currently Valid IEP</span>

Inactive Events\*

\* NOTE: Items listed here are "inactive" and will not be taken into account when calculating projected dates or the Student's current Eligibility and IEP events. To reactivate events, check off the appropriate boxes on the left and Update the Database. To reactivate child events (e.g. Progress Report), you must first activate it's parent event. If it is also inactive.

[Update the Database](#)

[View User Actions](#)

[Print Student History](#)



# VIEW USER ACTIONS

**Step 3:** Enter the criteria for the View User Actions.

**Step 4:** Click “Show User Actions” button.

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Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

**View User-Student Actions Criteria**

John March  
New Mail

Please enter the criteria for the User Actions you wish to view:

Begin Date:	03/17/2017	End Date:	04/17/2017
Activity:	All	Page:	All
All Accesses:	<input checked="" type="checkbox"/> List all users who accessed the Student records	Service Logs:	<input checked="" type="checkbox"/> Show all services that were logged for the Student
Primary Sort:	Date	Secondary Sort:	Date

Show User Actions

The View User – Student Action screen appears. The user name, date & time, type of action, category and action are displayed, as well as users who have accessed student’s records.

**View User-Student Actions**

John March  
New Mail

Changes to **John March's** records between **03/17/2017** and **04/17/2017**

User	Date	Type	Category	Action
Terry 1 Hersh	04/17/2017 15:05:37	Add	Documents	Create Document Letter of Consent
Terry 1 Hersh	04/17/2017 16:16:36	View	Documents	View Document (Letter of Consent) - D912136Inhtrainingsite!15-05-37-382792!4-17-17.pdf

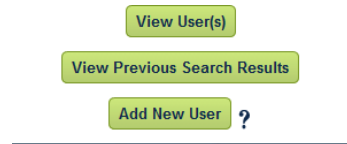
Users who have accessed **John March's** records between **03/17/2017** and **04/17/2017**

User	Title	Date
Terry 1 Hersh		04/17/2017 15:05:06
Terry 1 Hersh		04/17/2017 16:01:29
Terry 1 Hersh		04/17/2017 16:04:48

continued



Scroll down  
Click Users – Enter  
name Click View  
User(s)



### View User-Student Actions

Jane Doe

New Mail!

Click User  
Name Scroll  
down  
Click View User Activity

Please enter the criteria for the User Actions you wish to view:

Begin Date:	11/26/2019	End Date:	12/26/2019
Activity:	All	Page:	All
All Accesses:	<input checked="" type="checkbox"/> List all users who accessed the Student records	Service Logs:	<input checked="" type="checkbox"/> Show all services that were logged for the Student
Primary Sort:	Date	Secondary Sort:	Date

Show User Actions

Enter begin and end date. Show User Actions

continued

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## View User-Student Actions

Jane Doe


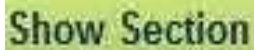
 [New Mail!](#)

Export to Excel

Changes made to Student records by Jane Doe between 11/26/2019 and 12/26/2019

User	Student	SASID	Date	Type	Category	Action
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:32:42	Update	Goals	update goal/objective status
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:32:44	Add	Documents	create draft document Progress Report
Jane Doe (impersonated by Terry Hersh)	JOHN L-SAVE SMITH	0011223347	12/20/2019 12:33:20	Update	Goals	update goal/objective status
Jane Doe (impersonated by Terry Hersh)	JOHN L-SAVE SMITH	0011223347	12/20/2019 12:33:21	Add	Documents	create draft document Progress Report
Jane Doe (impersonated by Terry Hersh)	JOHN SAVE FEBRUARY	8884888488	12/20/2019 12:33:45	View	Documents	View Document (Progress Report) - P908138/nhtrainingsite!12-32-38-513718!12-20-19.pdf

## NHSEIS SYMBOLS

A green rectangular button with the text "<<Back" in black.A green rectangular button with the text "Save" in black.A green rectangular button with the text "Save and Continue >>" in black.A green rectangular button with the text "Details" in black.A green rectangular button with the text "Show Section" in black.

- “Back” will bring the user back to the previous page but will not save changes
- “ Save” will save changes the user made but will not move the user to the next page
- “Save & Continue” will save changes the user made and will move the user to the next page
- “Details” will allow you to view or enter more information
- “Calendar” button will open up a calendar from which you can select a date for fields that require a date; you can also simply enter in the date with your keyboard
- Click the “Spell Check” button to check spelling in any text box
- Click the “Show Section” button to show how the data will appear on the document.

**TIP:** When spending a lot of time typing on one web page, you should **SAVE** periodically (every 5-10 minutes) to keep from being timed off the Internet by your web browser.



## LOG OUT OF NHSEIS AND EXIT



- To Log Out of NHSEIS, click on the “Logout” button at the right of the top menu bar.
- You can log out from any part of the system. You do not have to go back to the main menu.
- Macs – Click on the square in the upper right hand corner
- You must log out of Easy IEP and close your browser if: you step away from your computer or you are finished using the system.
- If a student’s IEP is downloaded to the desktop of your computer, delete or put it in the trash immediately.
- If you do not Log Out and close your browser, anyone can access information in Easy IEP or record information under your Login name.

## Helpful Hints for Using NHSEIS:

- If you take too long between entering records, you could “time out” of NHSEIS. This has been set in the system for security purposes. If you need time to gather additional information, log out of NHSEIS then log back in when ready; if you need to spend a lot of time typing on one page (e.g. Narratives) click on “Just Save” every 5-10 minutes to keep from being “timed out” by your browser.
- Remember that it is essential to keep student information CONFIDENTIAL. Just as you wouldn’t leave a student’s medical folder open on your desk, you must log out of NHSEIS and exit the Internet before you walk away from the computer.
- Do not share your username and password with anyone else and keep this information secure. This is your unique system identifier that is tied with your name and the students that you service. Therefore, we highly recommend that you update your password as frequently as necessary through the “My Profile/My Info” or NHMYDOE depending on how you access NHSEIS.
- Problems creating a draft IEP can happen if the web browser’s pop-up blocker is turned on. Go to the web browser’s security settings page and change the pop-up blocker so it will allow pop-ups on the NHSEIS site. Once pop-ups are allowed, when a draft IEP is created, the system may display a data edit, check “errors page” designating the type of error and what IEP section needs to be changed. Post a message to the message board if you need additional assistance.
- To get all the data on a page in the website to print, highlight all the text that you want to print with your mouse and then go to File>Print>Selection, versus just pushing print. You can also highlight all the text you want to print, copy and paste it into a Microsoft Word document and then print that document.
- Magnification of the computer screen can cause the menu bar to function poorly. Reduce the screen magnification to resolve the problem.



## Removing NHSEIS user

Students | Wizards | Schools | School System Info | Users | My Profile | PCG

Criteria for Selecting Users to View [New Mail](#)

School: All Schools

User Type(s): (check none to match all)

☐ SSO Default (No Access)
 ☐ State General User  
☐ School Administrator
 ☐ SAU System Administrator  
☐ Provider
 ☐ SAU System Staff  
☐ Case Manager
 ☐ Transfer  
☐ District IT Administrator
 ☐ General Ed Teacher  
☐ IEP Team Member
 ☐ SAU District Administrator  
☐ State Compliance Monitor
 ☐ ESS Transfer  
☐ Program Approval Manager
 ☐ NHSEIS Trainer  
☐ District Administrator

User Last Name:  ☐ Exact Match ?

User First Name:  ☐ Exact Match ?

Title:  ☐ Exact Match ?

User ID:  ☐ Exact Match ?

Sort List By: User's Last Name

[View User\(s\)](#)

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile

Select a User [New Mail](#)

Del	IM	CP	Name	School(s)	Students	Title	User Type	E-mail Address
<input type="checkbox"/>			Kerry L HERSH	HIGH, ELEM	3, 0	Special Education Teacher	Case Manager	terry_hersh@ed.state.nh.us

(1 Users)

[Inactivate Selected Users](#)

[Add New User](#) ?

Students | Wizards | Schools | School System Info | Users | Super User | My Profile

Delete User(s) [New Mail](#)

Please review the following list of users to be certain you want to inactivate these users

- 1. Kerry L HERSH (1165)

[Yes, I'm sure](#)
[No, I changed my mind](#)

To delete a User from the database and reactivate User in database:

- From the main menu, click “School System” button, enter the User name, click “View User(s)” then click the User name.
- The View User screen appears. Select the “Del” check box and Click the “Inactivate Selected Users” button.
- The confirmation screen appears. Select “Yes, I’m Sure.” User becomes inactive.
- An SAU System Administrator cannot delete another SAU System Administrator, but can change the password of SAU System Administrator, preventing access to NHSEIS.
- The SAU System Administrator has authority to Delete/Inactivate Users from the database.

## INACTIVATING USERS

### In the myNHDOE SYSTEM – Removing NHSEIS district access

Steps to inactivate NHSEIS User.

1. Login to MYNHDOE.
2. Click “Security”
3. Click “Users”
4. Enter User information and click “Search Users” button.
5. Select the users “Manage” link.
6. Select the “Edit” button for the NH Special Ed Information System you want to inactivate

QUESTIONS

▪ User Manual

▪ Security User Manual

Quick Links

▪ DOE Home

▪ Local Security Admins

▪ NH Profiles and Report Cards

Roles

[Add User System Role](#) [Copy User Roles From Another User](#) [Disable All User System Roles](#)

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
<a href="#">Edit</a>	182753	The New Hampshire Network	Public Access					True	<a href="#">Delete</a>
<a href="#">Edit</a>	194272	NH Special Ed Information System	SAU System Administrator	Concord SAU Office				True	<a href="#">Delete</a>
<a href="#">Edit</a>	182754	Grants Management System	SAU User	Concord SAU Office	Concord			True	<a href="#">Delete</a>

7. Uncheck the “Active” check box and click “Submit.”

Location

- Systems
- My Profile
- Edit Existing System Role User

Help

- Contact Support
- Frequently Asked Questions
- User Manual
- Security User Manual

Quick Links

- DOE Home
- Local Security Admins
- NH Profiles and Report Cards

Logout

- Logout of myNHDOE

Edit Existing System Role User - Step 1 of 1

**You are editing an existing system role user.**

Please edit the system role user information below and press the Submit button.

System Role User ID: 179044  
User ID: 41497  
User Name: thersh-Terry Hersh

System: NH Special Ed Information System


Role: Case Manager

SAU: Concord SAU Office

Active: ☒

Create Information: Ryan W Stevens - 8/15/2014 10:51:08 AM  
Update Information: Ryan W Stevens - 8/15/2014 10:51:08 AM

**Press the Submit button to SAVE the changes to the system role user**

[Cancel](#) [Submit](#) 

8. The NH Special Ed Information System will now show as “False” under the Active column header.

Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
<a href="#">Edit</a>	179038	The New Hampshire Network	Public Access					True	<a href="#">Delete</a>
<a href="#">Edit</a>	191211	myNHDOE	DOE Security Administrator <a href="#">Assign Systems</a>					True	<a href="#">Delete</a>
<a href="#">Edit</a>	179043	NH Special Ed Information System	SAU System Administrator	Out Of State Districts				True	<a href="#">Delete</a>
<a href="#">Edit</a>	179044	NH Special Ed Information System	Case Manager	Out Of State Districts				False	<a href="#">Delete</a>

## NHSEIS FAQ – Frequently asked questions

### NHSEIS user unable to log in – gets an authenticity error message

NHSEIS Access via Single Sign On – Refer to FY 16 Memo 6 attachment

<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

### IN MYDOE

Top portion of page is the myNHDOE users profile of personal information (not shown).

Lower portion shows the Active Roles

The ID number must be the NHSEIS users code in NHSEIS

Edit	ID	System	Role	SAU	District	School	Active
Edit	218629	NH Special Ed Information System	Case Manager		Bow SAU Office		True
Edit	218634	NH Special Ed Information System	Case Manager		Concord SAU Office		True



User Code

A new user selects the NHSEIS link to log into NHSEIS. The login process enters the user in NHSEIS.

If you have already entered the user in NHSEIS, you will need to add the user code to their NHSEIS user profile.

### IN NHSEIS

Edit User Information

John L Smith (External Single Sign-On Account)

[New Mail](#)

Name:	First	Middle	Last	Suffix	
	John	L	Smith		*
User Name:	jlsmith *				
User Code:	218634 *				
Date of Birth:				Gender:	
School System/Agency:	-this school system- ?				
Account Type:	External Single Sign-On Account				
Title:					
Address:					
City, State, ZipCode:					
Home Phone:					
Work Phone:					
E-Mail Address:	jsmith@gmail.com ?				

Users / enter user name / view user

Enter user code in NHSEIS

**Note: All external single sign on users can only use the user code once on an active or inactive NHSEIS user account.**

How to fix user with two user profiles with same user code.

Go to School System Info / User Management / Inactive Users / enter name or user code / view inactive users

Criteria for Selecting Inactive Users to View [New Mail](#)

User Last Name:  ☐ Exact Match ?

User Code:  ☐ Exact Match ?

Sort List By:  \*

[View Inactive Users](#) \*

### Manage Inactive Users [New Mail](#)

User Code	Name	Title	Reason for Exiting	Date Hired	Date Terminated
218634	<a href="#">John Smith</a>	Special Education Teachers			02/15/2018

Click inactive user name

### Edit Exiting User Information

**John Smith**

[New Mail](#)

Date Terminated:  

[Update the Database](#)

[Re-Activate this User in the Database](#)

Click Re-Activate this User in the Database

Click Users / enter last name / View users

Select a User [New Mail](#)

Del	IM	CP	Cal	Name	School(s)	Students	Title	User Type	E-mail Address
<input type="checkbox"/>				John Smith	ELEM, HIGH, MIDD	1, 0	Special Education Teachers	Case Manager	JSmith@gmail.com
<input type="checkbox"/>				John L Smith	MSS2	0, 0		Case Manager	jsmith@gmail.com

(2 Users)

[Inactivate Selected Users](#)

[Add New User](#) ?

You will now see the user twice.  
One user profile has an assigned student and one does not.

In the example, click the second user name, John L. Smith.

## Edit User Information

John L Smith (External Single Sign-On Account)

[New Mail](#)

Name:	First	Middle	Last	Suffix	
	John	L	Smith		*
User Name:	jsmith *				
User Code:	218634 *				
Date of Birth:					Gender: <input type="text"/>
School System/Agency:	-this school system- ?				
Account Type:	External Single Sign-On Account				
Title:	?				
Address:	?				
City, State, ZipCode:	?	?	?	?	
Home Phone:	?				
Work Phone:	?				
E-Mail Address:	jsmith@gmail.com ?				

Remove the duplicate user code and enter initials or a few letters. User code is a required field.

Change account type to Local Account.

Update the Database.

Click Users / enter last name / View users

**NHSEIS** by PCG Education

Welcome, Terry | [My Calendar](#) | [Message Board](#) | [Send Us a Message](#) | [Logout](#)

[Main Menu](#) | [Students](#) | [Wizards](#) | [Smart Logbook](#) | [Schools](#) | [School System Info](#) | [Users](#) | [Super User](#) | [My Profile](#) | [Send Us A Message](#) | [PCG](#)

Select a User [New Mail!](#)

Del	IM	CP	Cal	Name	School(s)	Students	Title	User Type	E-mail Address
<input type="checkbox"/>				<a href="#">John Smith</a>	ELEM, HIGH, MIDD	1, 0	Special Education Teachers	Case Manager	<a href="mailto:JSmith@gmail.com">JSmith@gmail.com</a>
<input checked="" type="checkbox"/>				<a href="#">John L Smith</a>	MSS2	0, 0		Case Manager	<a href="mailto:jsmith@gmail.com">jsmith@gmail.com</a>

(2 Users)

Inactivate Selected Users

Add New User ?

Check off the Del box to inactivate the duplicate user profile. This user has no assigned students. Click the Inactivate Selected Users / then Yes, I'm sure.

The user should now be able to login from myNHDOE.